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SUMMARY OF ACENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

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18 August 1978

Mr. James S. Woods 304 Mondow Hall Dr. Rockville, MD 20851

Dear Mr. Woods:

We are enclosing the employee copy of your retirement action (Form 1150) that you requested 04 August 1978.

Sincerely,

Abraham Schwartz Chief, Control Division

Enclosure: 1 Form

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ADMINISTRATIVE-INTERNAL USE ONLY

1 8 APR 1978

MEMORANDUM POR: James S. Woods

FRON:

John N. McHahon

Deputy Director for Operations

CHO TRAMA

Commendation for Exceptional Performance

The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.

Hunlym

John N. McMahon

CCHFICERTIAL

1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM

Kenneth Corbat

Chief, Retirement Affairs Division

SUBJECT

Request for Voluntary Retirement

Mr. James S. Woods

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-13 Position: Records Management Officer
Career Service
Office/Division
Date Requested for Retirement: 4 August 1978
Age at that Date
Years of Creditable Service
Years of Agency Service
Years of Qualifying Service: 9

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/r/ Konneth Corbat

The recommendation contained in paragraph 3 is approved.

(Magazil) F. W. M. distory

2 AUG 1978

Director of Personnel

Date

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CONCUR: GEORGE OWENS (TELECOORD)	COSTOCRAS
C/EUR/PERS	
CONCUR: WILLIAM H. PLIPPEN (TELECOORD)	
DDF/RECORDS MGMT OFFICER	
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NOTE TO PCS RETURNEES

Personnel processing in from a RCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct. Handbook and the Information for RCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES 5 WOODS

NAME (Please Print)

Sout 1

CONFIDENTIAL (When filled in)

Group 1 - Excluded from automatic downgrading and declassification.

Terrones, Aubrey F.
Taylor, Paul F.
Tilberry, Austin S.
Tilton, John S.
Tronnes, Sue Ann

Valetich, Steven T. Vandaveer, Robert J.

Walker, Richard L.
Walsh, Frances M.
Ward, James R.
Ward, Loretta L.
Warren, Gail
Warren, Ward W.
Watson, William Bruco
Weagraff, Ross M.
Whelan, James W.
Whistler, Leonard
White, Walter W.
Whittinghill, Robert B. (no. 2)
Wickham, Ben, Jr.
Wilcox, Rose Marie
Williams, Bruce P.
Williams, Caryl Joyce
Williams, Edward, Jr.
Wilson, Carolyn J.
Wolfe, Mayme E.
Woods, James S.

Yellin, James H. Young, Robert C.

VIETNAM (Contract Employees)

Allen, Maxwell J.

Bauso, Philip
Baylard, Robert W.
Bias, Louis
Rivens, Edmond
Bolton, William C., Jr.
Boos, Marvin L.
Bowman, David L.
Brown, Robert D.
Buckley, William F.

Chow, Gary Y. C. Collins, Francis A.

Certificate of Exceptional Service (for Vietnam)

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14 May 1968 Upbroud

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion for Mr. James S. Woods from GS-09 to GS-10

I. FE Victoria Operations concurs in the field recommendation for the promotion of Mr. James S. Woods from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chiel, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Victorm Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all ambject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has easigntically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide Caribility in his operations. His efforts in these areas bore volcome fruit during the recent disturbances when his Section was placed on twenty-lour (24) hour duty for several weeks. During this portod, while operating with a reduced staff and an everincreasing workload. Subject kept all services operationally effective and on a timely basic with the exception of the in-country coupler runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He le cooperative, exercises initiative in accomplishing the tacks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

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"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of 10 General, GS-11, Slot # 4984.

Pouglas S. Blaufarb Chief, Victnam Operations

4 March 1968

MENORANDUM FOR: Chief of Station

SUBJECT

Recommendation for Promotion -Mr. James S. Woods

- 1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Victnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.
- 2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.
- 3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bere welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the incountry courier runs which were interrupted for a few days by circumstances beyond his control.
- 4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.



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5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive everages experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s/John K. Smith Chief, OSB

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CONCUR /s/vincent Lockhart
Acting Deputy Chief of Station

APPROVE: /s/Levis J. Laphan
Chief of Station

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5 January 1986

ME AORANDUM FOR: FE Career Management Committee

SUBJECT:

Recommendation for Promotion of Mr. James S. Woods from GS-09 to GS-10

1. It is already recommended that Mr. James S. Woods be promoted from US Of to GS-10. Mr. Woods enjered on duly with the Agency in April 1992 as a US-03 Records and File Clark at signed to RFD. Since that time Mr. Woods has converted as a Recover Archyst associations the rocks and Atong. Mantla, and since 1931 in the Contest tier they be closed to the Tokyo Station. Mr. Woods in 31 years old and has been in grade as a time OS since 1958. He was previously term means of for promotion to 13-16 in November 1964 and some 1965.

2. In the promotice recommendation for the Tokyo Sigilar, 9 November 1964, the commended or the woods as follows:

"A, alry Woods is now on his see and four us Chief of the Tokyo is alson the gistry. This until a located of house. Air Station and hardice all normal pondence for all that is a lembra. In view of the test shall does notion in for and in I is different groupspile forestions, or great defined whap middly be given to the Woods to buy are that are no respectibility a successing parties is expedit and nonnerly my forest, dispersion for a level proposed to receive volved and proposed correspondence from other local politicary consider is correctly scribe of a level content. The large entities is supplied a large of the first of Tenoweller is supplied a new age out price if a dispersion of the Challet Tenoweller is supplied a new age out price if a dispersion.

"B. The fiel's by is presently composed of six employees in author to lie. Verise or in the Chief of this feet, our, Woods does at exemplary job is supervising these amployees with the result this history and the feet of the footing units or in the feet of the footing units."

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"C. In addition to his normal delice. The Woods is recovered chinking of ways so it; wease the ellip erely at the distinction keepingly; and to be of greater, aggiver on to the flat on the a whole, several of his ideas have been adopted by the histon will a resulting filteresse u. effectiveness: Wa postetek approach to all problems sea bla cheerfulness and willing eas in parture and seek have benefited both the Station and the Agency.

"D. In view of Mr. Woods demonstrated ability to one side leadership to the Station Regit ry an't, his posture approach to the unlitten of the many problems which de by begon this wife, it is strongly recommended that he promoted from 18-09 to 63-10 at the earliest opportionly.

a. Wr. Woods bas corffined to perform in an arm-all " though murner up ad'e seed to his recou<u>t l'incae répart. The</u> reasonly-pledired and effectivity : : : . tion (togethed the more of the Oak elbergetaple) ingés que located to air their. In Lidispulch, de ed 22 November 188, the present Calefo Brauch Tridge, trebut t "There is little along adding toy precitives or a tector content cation. Said 3 how when 1964, the prime the Allin Woods. He is personning to duties as the is the liky million heart by which exhibites and disperse We have no e species on a his consistency of the second and the second and the second and the second second second second the second
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Terry T. Shima Michael G. Barts Child 251720

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Woods, James S.	Wife - Louise A.	66-148
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MEMORANDUM FOR: James S. Woods

VIA

Chief. FE

1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.

- 2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.
- 3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.

WENDELL E. LITTLE

DDP/RMO

cc: Personnel Jacket of Addressee

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Chief, WH Division
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Chief of Station, Maxico City

31 January 1958

Administrative

1DY Service - RI Team

ACTION REQUIRED: Routing copies to Personnel files of employees concerned

- 1. During the period of February to August 1957, Francis E. SUCY, James B. WOODS, Dorothy SPICEA, Virginia LONG, and Sarah J. REMNETT served the Mexico City Station as a Records Reorganization team. The Chief of Station, Maxico City, vishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.
- 2. Mexico City Station vishes to acknowledge at this time, not only the cumplary service rendered by these employees but also the splendid support that RI Division has given to this station.
 - 3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were consenial, friendly and a pleasure to have in the Station.

WINSTON BOOTS

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29 January 1958

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Hame: WOODS, James

CS Designations

Nature of Action: Reassignment

Pos. Title:

I. o. (CI)

Grade:

CS-7

08-7

Division:

DDP/FE

DDP/FI

Branch 1 - Korea Base

RI

Staff: Branch:

Records Integration

Analysis MH & Operations

Sections

Personality Files

Analysis

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Washington -

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Mokosuka, Japan

ATR OR SEA POUCH

DISPATCH NO. PKLA

CLASSIFICATION

_Chief, FE

DATE

4.FEB.1955

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INFO: Chief, Support Mission, _Crinava

Chief. Korea Mission Administrative/Personnel

Recommendation for Promotion -SPECIFIC-

Janes S. WOODS

1. It is recommended that James S. MUINS be premoted from GS-5 to GS-7. Subject extered on duty with the Borea Mission 26 July 1954.

- 2. 2005 prosently occupies proposed Slot No. 21 which has been re-1953 and has performed the duties of his present assignment since 10 August 1954.
- 3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the Korea Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, FOSHAG has. assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.
- 4: MCDS'is conscientious, hard-working and more than willing to work long bours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to reestablish bimcelf during the recent tore of this Mission to Japan. On the basis of work performance and notivition, subject is recommended as justly deserving of promotion to GS-7.
- 5. I certify that MCCDS is performing the hitles outlined in the job description attached boreto.

1 February 1355

To 1 BCL - a/s DISPERSION:

1 - Chief, FE

1 - Chief, CM

CLASSIFICATION

CONTIDENTIAL.

PROTOTO DELGALICITA . James S. WOODS

1. Hature and Furrose of Mork:

My position is that of intelligence enclyst in the Personality File section of the Records Internation Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

- a. To raintwin all agent records. This takes a good percentage of my time as it includes the following:
 - (1) Make all KOMI file checks on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.
 - (2) Nake sure that all PRQ's and file check requests have the correct classification, the proper number of capies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.
 - (3) See that the results of KCKI file checks received from Headquarters and CHIKI are properly carded and forwarded to the case officer concerned.
 - (4) Keen all agent records up-to-date with regard to cryptonyme, FOC's, OC's and other additional information received.
 - (5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.
- b. To saintain the EI card index, assuring that all cards received in RI are preserly filed and have the correct names and telecodes. (
- c. To analyze, card and file all documents forwarded to Personality Files; these includState Stationsemon, MOR's, Contact Reports; CC MFT Reports, MFTU's, various intelligence summaries, the.
- 3. Responsibility for the Nork of Others:

21/A

4. Scope and Effect of Work

I am recognishe for making all ESST file chacks. I must see that they are made out thoroughly, quickly and accurately. By check may decide the eutoome of hiring or refusing to hire a prospective agent or object employee for an openation or project.

5. Supervision and Suid mea Received:

I receive no lineat supervision or guit now in lutter relating to the wainterance of agent records. I receive over-all policy guitance from the Chief of RI and some guidance from branch chiefs and case officers.

CONFIDENTIAL

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6 Liental Dearmile:

- a. Initiative: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.
- ... b. Griginality: To slopt new ways of maintaining agent records without losing control ever the flow of daily material.
- c. Judgment: I must decide what action should be taken on all KCMI file checks, regarding what information is to be sent to Houdquarters and CHIMI.

7. Fersonal Work-Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Others

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

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Fr. James S. Woods

1 June 1953

Washington, D. C. Intel. Anal.

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BV-469-08 CS-L

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, OS-2, May 1950 to Jan. 1952 OS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, OS-3, 21 April 1952 to 17 Aug. 1952 OS-4, 17 Aug. 1952 to 16 Warth 1953 DDP/FI/RI, Concolidation Section, Mail & File Clerk, OS-4, 16 Warch 1953 to present

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TITLE	
File Clerk X-39.04	File Clerk X-102.22
GS-3-305 \$2950.00 per annum	GS-4-305 \$3175.00 per annum
OFFICE	000
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RI	RI
BRANCH AND SECTION Processing & Records Branch	Analysis & Operations Branch
File Section	Service & Correspondence Section
Washington, D.C.	Mushington, D.C.
DEPARTMENTAL THE FIELD	DEPARTMENTAL X PIELO
From X-39.04 to X-102.22 Subject has been in grade since 21 April 19 Approved: July 52 Chief, RI	952.
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Off Office of the state of the	Aug 52 SIGNATURE OF DIVISION CHIEF

FC+W #4 37-3

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EL TO: BELEASING CROANIZATION-You are to betted to furnish promptly the feare date o

PLEASE PORVARD FIRE AND LEAVE RECORD TO:

From 11 May 1950 to 19 April 1952
Piscal Acet. Clark GS - 3 \$2950.00 per annua
SUPERVISOR: Miss Ryan
U.S. Trendury Department
Pennsylvania Avenue
Vashington, D.C.

fie

WOODS, JAIRS S.

NOTE

If this address is not the correct one to which future inquires should be mailed, he sure to insert the correct address under item 20a.

POLO IERE FOR MAILING

22. Ratura to: EMPLOYING ORGANIZATION

FORWARD DIFICIAL PERSONNEL FOLDER TO R. D. J. HOPHING. ETATOAL INTELLIGENCE AGENCY 24.22 C STREET, N. W. WASHINGTON 25. C. C.

911

To: RELEASING ORGANIZATION—You are reques to rurnian prompts

FROM 11 May 1950 to April 1958

From 1 Acct. Clark CS 3 \$2950.00

From Programmy 1978.

Piscal Acct. Clota U.S. Tyeasury lapt. 15th & Peuma. Ave H.W. Washington D.C. JUMBS S. WOODE OF EMPLOYEE

NOTE

If this address is not the correct one to which future inquiries should be to which to insert the correct mailed, he sure to insert the correct address under item 18s.

FOLD HERE FOR MAILING

Return to: EMPLOYING ORGANIZATION

Coorgo B. Molcon Ch30 B Street N.W. Washington D.C. By 1150 was forwarded by your office

In May 1952. Since this copy has been
detached from our files it is requested that you forward a copy of

Base to the address at left.

119 P.S.L

EN I KAN	CE ON DUTY NOTICE -
1. 10	2. DATE
960 20	22 April 1952
Notice of Final Processing of Applica	
3. MANE	4. (MTRANCE SALARY
Jegos B. Veets	\$5930.00
9 1116	5. GRADE
T - File Clerk	68 — 3
N .	
CIA. Signed clearance for entranc	e meets all standards for full employment with e on duty has been received from Inspection e personnel file of this individual. Effective ty with your office.

c;;

APR 4 1952

MRO JAMES WOODS 3605 MINN. AVE, SE

DOOR ME WOODS

14-00000

Four conloyment has been approved by this Agency at 1 93 per annua, subject to the satisfactory completion of additional proceeding on the day you enter on duty. It is requested that you report to the Escopticalst, East End of Temporary "I" building located at 17th and Independence Avenue, 3. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Exem, 2430 "E" Street, N. V., by talephose, Executive 6115, Extension 3693 of your cuset reporting date.

Cineeraly yours,

Endoor tolophoned 4-5-52, spoke with Edge of Truckery
Subject will for 21 Ofte 52 - Now as Truckery
Subject will hot book spaces.

CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D. C.

22 March 1952

Mr. James S. Woods 3505 Minnesota Avenue, S. E. Washington, D. C.

Dear Mr. Wodss --

In reference to your application for employment, this letter is to assure you that the processing of your papers as a C3-3, \$ 2950 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

PHANK G. JANEHA Personnel Division AND THE RESIDENCE OF THE PROPERTY OF THE PROPE

OUTGOING CLASSIFIED MESSAGE

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UE.	4 W H F S	'^			UCH	ヒヒハ	OC:IL

DATE:	5 Mar 52	ROUTINE	PRIORITY	URGENT
FROM:	POC	(ORIGINATING OFFICER)		PHONE EXTENSION,
TRANSMIT TO:	MR. JAMES WOODS 2817 CONNECTICUTY AVE., H. W. WASHINGTON, D. C.	serena	ddies	. ·

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY \$ 2750 PER ANNUM, SUBJECT
SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE
REPORT SOCHEST POSSIBLE RECEPTIONIST, EAST END TEMPORARY "I"
BUILDING, 17TH AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON,
D. G. AT \$:30 A.M. ADVISE HES. BROWN 2630 "E" STREET NORTHWEST,
BY COLLECT NIGHT LITTER OR COLLECT PHONE, EXECUTIVE 6115, EXTEMSION 3698 THE EXACT REPORTING DATE.

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18 3 (see lod 48.2.

18 Novembre a March

Wow Hold a March

FRANK Q. MARENA.

RELEASING OFFICER

CONFORMATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

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Target price at termenous & a C 20019 : 81

CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D. C.

20 Fabruary 1952-In reply refer to ED-4

4. James Hoods 2317 Conn. Aveines No nashdigton J. C.

bour the looks

POST OF THE PROPERTY OF THE PR

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Personnel Division

Enclosure

3, -63

Append nits

Mossa forward three passport size photographs at your earlicot convenience.

20 0

CERTIFICATE OF ATTENDANCE

APR 28 1952 I certify that on IDATES the Agency Indoctrination Course specified by Regulation 25-1.

FORT NO. MAY 1950 37-115

TO:

Medical Division

FROM:

Transactions & Records

SUBJECT: Woods., James S.

Request that above maned subject be given a physical examination.

POSITION: , File Clerk

CRAPE:

GS - 3

HOTARE:

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STRVICU:

DEPT.

MATTER OF APPOINTERT:

FORT: 10. 57-115 EXC.

PERSO L ACTION REQUEST	REGISTER NA.
James S. 1:0003	REDUCTED EFFECTIVE DATE APR 2 1 1952
NATURE OF ACTION	MHEM FERNING (FORCHERIO)
	LAST WORKING CAY.
Excepted Appointment	- EMPLOYEE'S SEGNATURE:
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TITULE	File Clerk Z-39.04 - 1
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· :	RI
BRÁNCH AND SECTION:	Processing and Records branch File Section
OFFICIAL STATION	Washington, D.C.
DEPARTMENTAL	COMMINICATIVE THE BEST CO.
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Approved: John M. M. Coff Chief, RI 15 FEB 1952	# 57 In state 428-52
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FC234 30. 31-104 AM 1931 31-104 101

Office Memorandum DATE: 8 Feb. 1952 SUBJECT: WOODS, JAMES In Phoneis as 652 Clerk. He won't accounting clark eventually, but there are no openings at present, & we have two other - better qualified - accounting clarks in f in reverse at present. Possibility for minofilm traine?

Mangland

P.000

ME

2817 Jonn. Ave. N.V.
January 12, 1952

Dear 31r:

I received your letter dated January 5, stating that - I was to inform you of any changes in my present status...

I am now a grade 33 2 with an one year increase. I am now being considered for a grade 33 3 in the Treasury Dept. I assure you; this does not lesson my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade 45 3.

Bincerely yours,

James Schools

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FORM BO. 37-104 JUH 1951

SECURITY INFORMATION "

Mr. James S. Woods 2017 Conn. Ave. H. W. Washington, D. C.

Dear Mr. Woods:

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, stc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

Joseph B. Ragan 600 Chief, Personnel Division

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FORM NO. 37-104 JUN 1951

Office Memorandum . United states government

TO File

DATE: 3 January 195

FRÖM

subject: James S. Woods

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted military furlough and after his discharge. However, she stated that Mr. Woods had been a very satisfactory employee and there was nothing derogatory in his file.

L. F. PLAIS

		CONFIDENTIAL	
• •	REPORT OF INTER	VIEW	THIS DATE
	ACTUAL OF INIER		18 Dec. 51
NAME.	anuda Moade	REFERRED SY	
HOME ADDRESS	auvie Woods	<u> </u>	TELERHONE
2817 Co	nn. Ave., N. W. Wash.	, D. C.	AD 8130
BUSINESS ADDRESS	4.4	-	PX 6400 x261
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ACCOUNTING AN	D HAS NEVER H	IAD A JOB IN ACCOUN	ting to test him. I	E IS WILLING
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ŧ ,			WILLIAM J. I	SINGHAM
•	•			TERVIEBER .

CONFIDENTIAL

rersonnel Division
Central Intelligence Agency
200 "E" Street, N. W.
Washington, 25, D. C.

SUBJECT: Availability of ___

DEC 3 1951

						•		
	1.	This is	to advi	se you th	át no ób	jection	is interpo	sed to
your	con	siderati	on of th	e applica	tion for	employme	ent of the	above-
name	i in	dividuĝi	who is	presently	employe	d by this	office.	
					+ n=	-	-14 (3 a	` <i>.</i> ·

Jämes S. Woods

2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his transferoments release.

(Signature)

Acting Personnel Officer

Bureau of Accounts.
Treasury Lepartment
(Agency)

Contact for further information:

Frances C. Murphy
(Name) ====10yee melations Officer

Code 172, Extension 2628

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NOTIFICATION OF ESTAL SHIERT OF CANCELLATION OF OFFICIAL COVER BACKSTOP 10 May 1971 CHIEF, CONTROL DIVISION 2542 TO: EMPLOYEE NUMBER CHIEF, CONTRACT PERSONNEL DIVISION 010032 CHIEF, OPERATING COMPONENT (For action) ATTH: EUR/Chief Support Staff OFFICIAL COVER REF: Form 1413 dated 6 May 1971 Department of State WOODS, James S. (EEP ON TOP OF FILE WHILE COVERSING FEECT ESTABLISHMENT OF OFFICIAL COVER BUCCT PESSINGS TEMPORARILY FOR EFFECTIVE DATE B. CONTINUING AS OF From EOD SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY (HB 20-7) SUBMIT FORM 642 TO CHANGE LIMITATION CATESORY. ASCERTAIN THAT State W-2 BEING ISSUED. RETURN ALL OFFICIAL DOCUMENTATION TO CCS. SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (#R-240-24) SUBMIT FORM 1323 FOR TRANSFERRING COVER RÉMA

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6 Mar 59

File: 25h2

MEMORANDUM FOR: Chief, Records and Services Division Office of Personnel

SUBJECT : J

James Sauvie WOODS

- 1. Cover arrangements the process of the pleted for the above-named Subject.
- 2. Effective as 5 Mar 1959, it is requested that your records be properly blocked **COPENSO** to deny **COPENSO** Subject's current Agency employment to an external inquirer.
- 3. This memorandum confirms an oral request of 6 Mar 59 by Mr. E. C. Davies, Room 1608 "L", Building, Extension 2420

P HARRY W. LITTLE, JR. Chief, Central Cover Division

ce: SSD/06

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Chief, Pecords & Services Division Office of Personnel

Security Support Division Office of Security

James 8. WOODS

1. Cover arrangements have been completed for the above named subject who will be visiting a foreign country for a day TDY trip.

2. Iffective this date , it is requested that your records to preverly (xxxxxxx) (re-opened) to (xxxxx) (acknowledge) subject's current Agency employment by an external inquirer.

Idward & Boston
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Chief Official Cover & Liaison, CCB

CC: SSD/6S

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#PAY ADJUSTMENT IN ACCERDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE ORDER 11883-PURSUANT TO AUTHORITY OF JCT AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND DCT DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

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MPAY ACJUSTMENT IN ACCURDANCE WITH THE PROVISIONS OF SECTION 5335 OF TITLE 5. U.S.C. AND EXECUTIVE CROSE 11811 PURSUANT TO AUTHORITY OF OCI AS FRUVICED IN THE CIA ACT OF 1949, AS AMENDED, AND DOI DIRECTIVE DATED OB UCTOBER 1962."

EFFECTIVE CATE OF PAY ADJUSTMENT: 13 CCTOBER 1974

NAME ...

HOODS JAMES

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FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE CESTGNATED EXEMPL.

EFFECTIVE DATE OF DESIGNATION: DI MAY 1974.

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MPAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE UNDER-11739 PURSUANT TO AUTHURITY OF OCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DOLD DIRECTIVE DATED ON OCTOBER 1962.

EFFECTIVE DATE OF PAY ACJUSTMENT: 14 OCTOBER 1973

SERIAL ORGN. FUNDS GR-STEP SALARY 010032 39 115 V HOODS JAMES

> "PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE GRDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVICED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED OF DCIOBER 1962.

EFFECTIVE DATE UF PAY ACJUSTMENT: 07 JANUARY 1973

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTE 9 JANUARY 1972

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIÀ ACT OF 1749, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS TO JANUARY 1971

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"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE DRICE 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME

SERIAL DRON. FUNDS GR-STEP

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WOODS JAMES S

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MPAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 FF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DOL AS PROVIDED IN THE CIA ACT: DF 1949, AS AMENDED, AND 4-DOL DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

4.

NAME

SERIAL CAGN. FUNDS GR-STEP SALARY SALARY

HOODS JAMES S

010032 45 500 CF GS 09 7 \$ 9,608 \$10,154

*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 8 OCTOBER 1967

#AME SERIAL ORGN, FUNDS GRASTEP SALARY SALARY
HJOBS JAMES S 010032 45 500 CF GS 89 7 \$ 9.202 \$ 9.668

14-00000

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Uso Provious Eduton HPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURGUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

NAME

SERIAL ORGN. FUNDS GR-STEP SALARY SALARY

HOODS JAMES S

G10032 45 380 CF GS 09 7 \$ 9,003 \$ 9,262

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MPAY ATUUSTMENT INTAMCORDANCE WITH SALAWY SCHEMULES OF MU N9-301 PURSUANT TO AUTHORITY OF DOT AS PROVIDED IN THE DIA ACT OF 1949. AS AMENDED, AND AMEDITY DOLLOW DIRECTIVE SATER & UCTOBER 1982.

EFFECTIVE DATE OF PAY ADJUSTMENTS 19 OCTOBER 1965

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PAY CHANGE NOTIFICATION

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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20.400			Per A	nnum	Rates	and	Şteps			
GRADE	1	2	3	4	5	6	1 7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680			4,055	4,180			4,555	4,680	
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680			5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230		5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825		6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	
GS- 7	6,050		6,450	6,650	6,850	7,050		7,450	7,650	7,850
GS- 8		6,850	7,070	7,290	7,510	7,730		8,170	8,390	8,610
GS- 9	[7.220]	7,465	7,710	7,955	8,200	8,445		8,935	9,180	9,425
GS-10	7,900	8,170	8,440		8,980	9,250	9,520		10,060	
GS-11	8,650	8,945	9,240					10,715		
GS-12	10.250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435]	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,550
GS-15										21,590
GS-16						22,210	22,865].	23,520	24,175	
GS-17		22,195	22,945	23,695 :	24,445					
GS-18]	24.500								<u></u>	

NOTIFICATION OF PERSONNEL ACTION 10PD 09/18/64 2 MARE GAST FIRST MIDDLE) HOODS JAMES 8 4 EHECTIVE DATE 3 MATURE OF PERSONNEL ACTION REASSIGNMENT 09 18 64 7 COST CENTER NO. CHARGEABLE-V 119 5 ¥ 10 ¥ FUNDS Ø 10 V Ø 30 9 5137 1566 0000 ID LOCATION OF OFFICIAL STATION DOP/FE DIVISION

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Form 11909 1503 MHG 1 63

Edition

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND OCI MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

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10032 WOODS JAMES S DIP/FF UV

10032 WOODS JAMES S DIP/FF UV

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PAY CHANGE NOTIFICATION

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SERIAL ORGN GR-ST CLD SALARY NEW SALARY
NI WOODS JAMES S 110032 S1 12 GS-09 2 \$ 6,135 \$ 5,600

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OFFICIAL PERSONNEL FOLDER

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NAME OF

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND QCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME

SERIAL

GRADE+STEP

OLD SALARY

NEW SALARY

HOODS JAMES S

510032

G5-07-4

\$ 4,930

\$ 5.430

GORDON M. STEWART VS/ DIRECTOR OF PERSONNEL

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PERSONNEL FOLDER

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FORM NO 11500

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U.S. CIVIL SERVICE COMMISSION
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CENTRAL INTELLIGENCE AGENC.

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AFW APRIL 1961

PROBAGRATED BY

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(CENTRAL INTELLIGENCE AGENCE)

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JENTRAL INTELLIGENCE AGENC.

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CENTRAL INTELLIGENCE AGENCY

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STANDARD PORM 50

NEV APRIL 1931
PROMULEATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER RI, PEDERAL PERSONNIA MARIAM

CENTRAL INTELLIGENCE AGENCY

I. NAME (MR18199-1878).—ONE STATE STAME, SHITTAL(S), AND SU	NO. WE	2. DATE OF		3. NURNAL OR ACTION	INO 4. DATE
This is to positive and the daily		20 Pet	. 28	L	24 Apr. 53
This is to notify you of the following action & NATURE OF ACTION (UM STANDARS TERMINOLOGY)	affecting you	employm	ent:		
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4. PERSONNEL FOLDER COPY

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CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION L DATE OF BIRTH | 1 JOURNAL OR ACT

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4. PERSONNEL FOLDER COPY

Page, 9 of 36 pages

U ed in lieu of SF-52 and/or SF-50 to document the following types of personnel actions involving no change in grade or salary: (a) Change in title (b) Change of position number (c) Reassignment within Division without series code change (d) Reassignment within Division with series code change. (Note: For action (type d) a S -50 will be prepared for vouchered positions from information on this form.

A) NALE	(5)	OKG. 1			SCHODUL 7:1:S-07		(7) SLOT	HOITOA (8)	(9) ORG. IT.S POS. TITLE	(10) SCHEDULE STRIES-GIAD	(11) SLOT
Johnson, Dorothy A.	Fil	e Cleri			GS-11		X-32.03	Ą	File Supervisor	GS-305-4	BV-353.01
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Cawlor, Carol A.	Fil	e Cler	k		68-1	ħ.:	X-38.02	3	File Clerk	OS-305-4	BV-354.0
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CENTRAL INTELLIGENCE AGENCY

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FITNESS REPORT	
SECTION A GENERAL INFORMATION	
010032 WOODS, James S. 02/20/28 M 1	DE 6. SD
02/20/20	101 (Ch. 1)
RECORDS ADMIN OFF CH DDO/CCS/REG HQS X A	5. 07
11. TYPE OF APPOINTMENT 12. TYPE OF REPORT	
X CARCER RESERVE TEMPORARY INITIAL X AMMUAL X REASSIGNMENT SPECIAL	
CONTRACT SPECIAL OTHER 13. REPORTING PLAISON (FROM TO) 14. DA & REPORT DUE IN OI July 76 - 08 July 77 31 July 1977	
SECTION B. QUALIFICATIONS UPDATE	
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE TH WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT	NO
SECTION C PERFORMANCE EVALUATION	
U-Unsatistactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature could range from counseling, to tirther training to placing an probation, to reconfinement or to separation. Describe or proposed in Section D.	of the action action taken
A-Marginal. Performance is deficient in some aspects, this reasons for assigning this reting should be stated in Section D and ren	iedial actions
Proficient Performance is solisfactory. Desired results are being produced in the manner expected.	-
Strong Partormance is characterized by exceptional proficiency. — Quittending Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others.	Ablaa -1—# -
work as to warrant special recognition.	ooing - similor
SPECIFIC DUTIES	
st up to sta of the most important specific duties performed during the roting period, insert railing letter which best describes the manner in which performs EACH specific duty. Consider ONLY effectiveness in performence of that duty. All employees with supervisory responsibilities MUST be all collections number of employees supervised.	rated on
PECIFIC DUTY NO. 1 Chief of CCS Registry Supervises employees in setting up and main-	PATING
aining Staff files and necessary card indices; receiving, distributing and dis-	LETTER
matching correspondence to and from the Staff; and processing requests for file	0
races and other information. Pacific outr No. 2 CCS Records Management Officer Responsible for overall management	PATING
r CCS records management program. Monitors developments in DDO records manage-	LETTER
ent policies and procedures; maintains limison with ISS and DDO Records Manage-	o
ent Officers; seeks improvement in CCS records organization and discipling.	PATING
CS computerized records system (CENCO) to ensure proper integration of Registry	LETTER
nformation.	s
ECIPIC DUTY NO. 4	RATING LETTER
·	
ECIFIC DUTY NO. 8	RATING
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I^{*}	, ,
CIFIC DUTY NO. 6	RATING
	LETTER
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OVERALL PERFORMANCE IN CURRENT POSITION	
	RATING
e Into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, ductivity, conduct an job, cooperativeness, portinent personal traits or habits, and particular timitations or talents. Bared on your knowledge implayer's averall performance during the ruting period, place the letter in the rating box corresponding to the statement which most accu- ly reflucts his level of performance.	O
CLASSIFICATION C	acid

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	CLASSIFICATI				
SECTION D	NARRATIVE CO	WMENTS			
Indicate significant strengths or weakn	esses demonstrated in current position keeping	in proper perspective their relationship to overall performance. Sta			
		training. Comment on foreign language competence, if regulard for			
		s for determining future corrected action. Manner of performance			
	on D. attach a separate sheet of paper.	re, equipment and funds were be commented on, if applicable.			
Mr. Woods continued	to perform in outstanding	fashion as Chief of the CCS Registry			
during an extremely bu	sy period. The figures ci	ted in the last Fitness Report as to			
the workload of the CC	S Registry continued to be	representative of the volume and			
variety of Mr. Woods'	responsibilities. He supe	rvised the work of six subordinates			
with a successful comb	ination of patience and fi	rm professionalism. He continued to			
be the source of sound	, constructive suggestions	for coping with the paper "explosion"			
occasioned by the inver	stigations of CIA and the l	Freedom of Information and Privacy Act			
Mr. Woods is a highl	ly valuable, reliable, unol	strusively effective records manager.			
In moving on to new res	sponsibilities in an area o	livision he leaves behind a solid reco			
of achievement and the	admiration of those with v	thom he has served in CCS.			
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SECTION E	CERTIFICATION AND CO	DAMENTS			
	1. BY SUPERVISO				
MONTHS EMPLOYEE HAS SEEN	IF THIS REPORT HAS NOT BEEN SHOWN				
UNDER MY SUPERVISION	r	- ':			
24					
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OF PRINTED TAME AND BIGNATURE			
		THE CLA			
16 August 1977	DC/CCS	Arthur C. Close			
					
	2. BY EMPLOYE				
I HAVE TO OR HAVE NOT TO	ATACHED A CHIATT	BUTATURE OF EMPLOYEE			
STATEMENT CONCERNING THE SUP		Alines 2 Hood			
EVALUATION OF MY PERFORMANCE		Opties S. Woods			
	3. BY REVIEWING OF	FRICIAL			
OMMENTS OF REVIEWING OFFICIAL		,			
		· ·			
Mr. Close	e's evaluation of Mr.	Woods performance			
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17 August 1977	· .	0 - L W			
Chi	ef, Central Cover Star	ff ERICH W. ISENSTEAD			
	4. BY EMPLOYEE				
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CERTIFY I HAVE JEEN THE ENT THIS REPORT, I HAVE THE STATEMENT CONCERNING THE VALUATION OF MY PERFORMANCE	4. BY EMPLOYEE RIES IN ALL SECTIONS PATE INVENSITY ANTACHED INTERING OFFICIAL'S 18 ANA				

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CONFIDENTIAL CLASSIFICATION

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ECTION B			QUAL	IFICATIO	NS	UPDATE					*** **	
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NARRATIVE COMMENTS

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Mr. Woods is a quiet, highly effective manager of a major repository of records within the DDO. The workload of his Section is staggering: over 8,000 documents filed each month, over 500 index cards prepared each month; close to 300 Freedom of information or Privacy Act requests processed each month, etc. Mr. Woods organizes his Section well; he handles a group of six women with skill and understanding and he heads, as a result, a harmoniously working team.

Mr. Woods approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposes was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep shead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgable, yet flexible records manager upon whom the Staff relies heavily.

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During the 6 months under review Mr. Woods has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. Mr. Woods surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

SECTION E	. CERT	IFICATION AND C		<u> </u>
	,	1. BY SUPERVIS		
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STATEMENT CONCERNING	THIS EVALUATION	7 July 1975	GIGNATURE OF EMPLOYEE 1 9/	vola
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NARRATIVENCOMMENTS

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Since his last Fitness Report, in June 1974, Mr. Woods has continued his extremely fine performance as a conscientious, hard-working and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as previously reported, and Mr. Woods regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-of-date and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

Mr. Woods also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Hicrographics Seminar #2."

Finally it gives me pleasure to note here that, effective IF November 1974, Mr. Hoods will be given a well deserved promotion from GS 11/6 to GS 12/3.

SECTION E CERTIFICATION AND COMMENTS 1. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 15 months DATE OPPICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE 20 November 1974 Deputy Chief, CCS Carter H. Vales 2. BY EMPLOYEE STATEMENT CONCERNING THIS EVALUATION DATE SIGNATURE OF EMPLOYEE	<u> </u>							
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20 November 1974 Deputy Chief, CCS Carter H. Yates 2. BY EMPLOYEE	15 months	15 months						
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3. BY REVIEWING OFFICIAL		3. BY REVIEWING OFFI	ICIAL U					

COMMENTS OF REVIEWING OFFICIAL

Both Mr. Yates' letter ratings and narrative comments accurately reflect the quality of Mr. Woods' performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of

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25 November 1974	Commercial Staff	Erich W. Isenstead
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SECTION D

NARRATIVE COMMENTS

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After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for Nay 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS. Mr. Woods not only has had to learn the CCS "system" himself

SECTION E	CERTIFICATION AND CO	MMENTS
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STATEMENT CONCERNING THIS OF MY PERFORMANC		Sayrus Solvess
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	3. BY REVIEWING OF	ICIAL

In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports. Mr. Yates has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.

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i		4. BY EA	APLOYEE	
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Fitness Report Woods, James D.

010032

SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I. Forms Management Seminar, and Forms Analysis and Design Workshop.

Mr. Woods has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

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NARRATIVE COMMENTS SECTION C

Indicate significant strengths of weaknesses demonstrated in surrent position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on fereign language competence, if required for current positions. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of imanagerist or supervisory duties and cost consciousness to the use of section C, ottotha separate sheet of paper. This officer has continued to perform with a high degree of effectiveness and accomplishment. He has concentrated on improving our records holding standards and on purging irrelevant and out dated files. In May 1972 he began a monthly series of progress reports for the Chief of Station outlining the month's accomplishments. Copies of these reports through January 1973 were sent to Hos in OIRT-18014 and 18015, dated 9 Feb 73. These reports clearly show this officer's focus on records management activities, his ingenuity and agressiveness in launching programs of review of files and his tireless efforts in reducing Station holdings to a practical and uscable minimum. His records inventory as of September 1972, reporting a total reduction in excess of 85 feet, speaks for itself. His next report also promises to show dramatic reductions.

This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other withessed by the rating officer in his career he performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushed basket by having remained in the field for so long. It is the rater's hope that Ilqs now has focussed on him and has discovered his potential for greater responsibili ties. The records in this Station are tremendously improved for his having had a tour in Rome. We are certainly glad he came.

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SECTION D	CERTIFICATION AND COL	MMENTS
1.	SY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
30 April 1973	/s/ James 8, Woods	
2.	BY SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
23 May 1973	Admin Officer	/s/ Thomas McKinley
3.	BY REVIEWING OFFICIA	IL.

COMMENTS OF REVIEWING OFFICIAL

This officer has been remarkably effective during his tour in Rome. While we are very sorry to lose him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served in Rome and that during this tour here he received a well-deserved promotion. Rome Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.

SATE	OFFICIAL TITLE OF REFIEDING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 May 1973	Ops Officer	/s/ William Acon, Jr.
		<u> </u>

Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties.	MPLOVE(
Name Name	MPLOVE(
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Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties.	
	CETTEN
Station Records Officer - Responsible for the Station's Record Management Program.	RATING LEFTER
	RATING
Cable Analyst - Processes and distributes all incoming and outgoing cable traffic.	S
PECIFIC DUTT NO. 4	RATING
Top Secret Control Officer.	S
FCIFIC DUTY NO. 9	HATING LETTER
\mathcal{L}	
ECIFIC DUTY NO. 6	RATING ETTER
21,7572	
OVERALL PERFORMANCE IN CURRENT POSITION	
ke into account everything about the employee which influences his effectiveness in his current position such as permence of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and ricular limitations of tolents. Based on your knowledge of employee's averall performance during the rating period, ice the latter in the rating box corresponding to the statement which most accurately reflects his level of performance.	·

SECRET

71-00 45 ODSOLETE PREVIOUS EDITION

SECTION C NARRATIVE COMMENTS

SECTION D

25 July 1972

Indicate significant strongths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of maik performance. Give recommendations for training. Comment on foreign fonguage competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel actions. Makings of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.

		
	CERȚIFY THAT Î HAYE SEÊN SECTIONS A, L	S, AND C OF THIS REPORT
17 July 1972	/S/ James S. Woods	
2	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PHINYED NAME AND SIGNATURE
· 17 July 1972	Admin Officer	/s/ Thomas McKinley
3,	BÝ REVIÈWING OFFIC	IAL
COMMENTS OF REVIEWING OFFICE	AL	
overall outstand Records Managemerin the extreme as upgrade the function without losing streorder the Statthat are cast in officers in solve	ing rating is well described to a second officer - deeply intended always looking for an actioning of Registry and ight of the unending presion's holdings, this officement. He works withing problems rationally.	ng officer and believe the eved. Subject is a first-rate erested in his work, consciention innovative approach that will better serve Station needs. soure to reduce and periodicallicer avoids assuming attitudes the Branches and individual He is unfailingly pleasant. The Station is fortunate to ha
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	L TYPED OR PRINTED NAME AND SIGNATURE ITEM

CERTIFICATION AND COMMENTS
BY EMPLOYEE

/s/ Joseph A DiStefano

DCOS

	10,7% 7,110			 	
FITNES	S REPORT			EMPLOYEE	SERIAL NUMBER
111123.	J KLI OKI			01003	2
SECTION A	GENER				
1. NAME (Last) (First)		Feb. 28	J. SEX	4. ORADE	5. SD
Woods, James S.		FED. 28	M	GS-10	D
Records Admin Of	1			Rome	BIATION BIT PT
RECOTUS AUMIN OF		DP/EUR/I	OF REPOR		9,1.
	EMPORARY	INITIAL			IGNMENT SUPERVIS
CAREER-PROVISIONAL (See Instructions - 8		ANNUAL			IGNMENT EMPLOYE
SPECIAL (Specify):	,	SPECIAL (Spe	cily):		
11. DATE REPORT DUE IN O.P.		July 197		-	r 1971
SECTION B	PERFORMANCE EV				
U-Unsatisfactory Performance is unacceptable. A recould range from counseling, to fi or proposed in Section C.	ating in this category requirement training, to placing (res immediate and on probation, to re	assignment or	to separation.	Describe action taken
M-Marginal Performance is deficient in some of taken or recommended should be a P-Proficient Performance is satisfactory. Desired Serving Performance is characterized by each of the performance is characterized by each of the performance is characterized.	lescribed: d resúlts are being próduce			ed in Section C	and remedial actions
O-Outstanding Performance is so exceptional in rework as to warrant special recognit	lation to requirements of th	e work and in com	parison to the	performance o	f others doing similar
of the second second	SPECIFIC DI	ITIES	•		
List up to aix of the most important specific duti- manner in which amployee performs EACH specif- with supervisory responsibilities MUST be rated in	ic duiy. Consider ONL	Y affectiveness	in performe	ince of that d	luty. All employee rvised).
Chief of Registry Section employee in the processing correspondence and other r	and pouching	of all	superv	vises on ch	BATING LETTER
Station Records Officer - program and to give guidan when called upon to do so.	Responsible i	or the St	tation! Station	s recor	d FATING
Cable Analyst - Process an cable traffic, this include	d distribute	all income of the	ing an	d outgo	RATINO
Top Secret Control Officer	•	•			RATING CETTER P
PECIFIC DUTY NO. 5					RATING LETTER
	, ,	•			
FECIFIC DUTY NO. 6	:		•		RATING LETTER
OVERALL	PERFORMANCE IN C	CURRENT PO	SITION	<u>_</u>	n.
ake into account everything about the employee a ermance of specific duties, productivity, condu- pricular limitations or talents. Based on your k ace the letter in the rating box carresponding to	which influences his of ct on job, cooperatives newledge of employee	factiveness in h less, pertinent 's averall perfo	is current p personal tr rmance dur	aits or habits ing the rating	, and period, S
ORM 45 OBSOLETE PREVIOUS EDITIONS	SECRET	Column (Column	R	eviewed by	OP/SPD/PPB

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall applicamence. State suggestions must lot interpretate their relationship to overall applications. State suggestions must lot interpretate their relationship to overall applications for training. Comment on foreign language competence, if reduced for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of personnel or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be statemented on, it applicable. If extro space is needed to complote Section C, attach a separate sheet of paper.

A 42.11

I have worked with this officer just 22 months, but this has been long

I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.

SECTION D	CENTIFICATION AND CI	JWWEN 12
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. I	B, AND C OF THIS REPORT
LIATE	SIGNATURE OF EMPLOYEE	-
4 October 1971	/s/ James S. Woods	
2.	BY SUPERVISOR	•
MONTHS FMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT HEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
21 months		·
OATF 4	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PHINTED NAME AND SIGNATURE
4 October 1971	Chief, Support	/s/ Thomas McKinley
3.	BY REVIEWING OFFIC	
respect the rate coincides with	ing officer's judgment wo other favorable comments	erformance. However, I
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ATE	I DEFICIAL TITLE OF REVIEWING DEFICIA	L TYPED OR PRINTED NAME AND SIGNATURE
•	Deputy Chief of Stati	on
Octobor 1071	outer or other	/s/ Joseph A. Distefano

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CTION B				PEG	FORM	ANCE EV	ALUATIO				, ,,,,	/	
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Reviewed by OP/SPD/PPB

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language rempetence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Minney of Rethropping for improved for supervisory duties and cost consciousness in the use of personnel, source, payipment and lands, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the Communist Party of Italy files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual. /continued/

SECTION D	CERTIFICATION AND COM	AENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT
DATE.	SIGNATURE OF EMPLOYEE	• •
•	Subject now in Rome S	tation
2, .	BY SUPERVISOR	
MORTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, UIVE EXPLANATION
4 months	See above	11 11
DATE	OFFICIAL TITLE OF SUPERVISON	TYPED OF THE HOAT AND SIGNATINE
27 July 1971	. ADC/EUR/Italy	R. Campbell James
3.	BY REVIEWING OFFICIAL	
		valuation. Subject turned in
ı most impressive p	erformance during his bri	ef time on the Italian Branch.
argely as a result	of his enthusiasm and in:	itlative, the Branch was able
o achieve what had	never been accomplished l	before: a complete overhaul,
		filing system. To his credit.
		nal requirements and all of
his work was done	without sacrificing the fi	ture utilization of information
couired in the pas	t: on the contrary, the ef	fleient use of this material
as been so enhance	d that it will surely be a	eflected in our future opera-
ions. Mr. Woods ha	as a unique contribution d	to make in Rome or any other
lace he is assigned	d. The Station is fortuna	ite to have himhis presence
		that he has just accomplished
ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	BRUTANGIC WAS SMAN CATHIFF PO COPYT
20 - 1 1001		1 11 3164 2 1116

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report

James S. Woods

(continued)

SECTION D.3. (continued).

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

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			: Pari	ESS REPORT				EMP	LOTEE SERIAL	NUMBER
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SECTION A				GE	NERA	L			····	
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11. DATE REPORT	-	. 12			1.	PORTING PER		-	,	
30 Novem	ber	1970		PERFORMANCE			70 - 1	8 No	ovember :	1970
	9		ATA IS	PERFORMANC						
U-Unsatisfactory	could	posed in Section	eling, 1	A rating in this category to further training, to pla	ciu d o u	s immediate and probation, to rec	neignment or (fo sepa	rion. The nature of irotion, Describe	oction taken
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P-Proficient		•		sired results are being pro		n the manner exp	ected.			
S-Strong				y exceptional proficiency						
O-Outstanding	Perfor	imance is so except as to warrant speci-	nonal i	n relation to requirements gartion,	of the	work and in comp	parison to the	perform	nance of others d	volimit gain
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										LETTER
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Beviewed by CD-SCD/PPR

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HARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proces perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, it required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Managery of performance of managerial or suggestioning detices and cost consciousness in the use of personnel, space, squipment and lynds, must be compented on, if applicable. If extra space is needed to complete Section C, ottach a separate sheet of paper.

In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.

SECTION D	CERTIFICATION AND CO	MMENTS								
1,	BY EMPLOYEE									
1	CERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C OF THIS REPORT								
DATE	SIGNATURE OF EMPLOYER	100 C C C C C C C C C C C C C C C C C C								
17 Nov 1970	James S. Woods									
2	BY SUPERVISOR									
MONTHS EMPLOICE HAS BEEN UNLER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION								
4 months		п								
LATE,	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE								
17 November 1970	DCOS	/s/ Cameron J. LaClair								
3.	BY REVIEWING OFFICE	AL								

COMMENTS OF REVIEWING OFFICIAL

Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.

or nevienno official Management /s/ Rolfe Kingsley

23 November 1970 COS

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SECTION C

NARRATIVE COMMENTS

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With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.

While maintaining a high standard in the more routine dayto-day services and processes a registry is normally expected to
supply, he has also been the catalyst for a thorough, carefully
phased and continuing review and, where appropriate, purge of
registry and other file holdings. Administering this ambitious
reduction program requires sound judgment and experience in
handling the detail in our existing records. Subject has these
qualities and has achieved impressive results. To complete
this task, he has asked to extend his tour here for one year
until November 1971 and Headquarters has approved this.

He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.

No criticism can be made of his security and cover deportment.

SECTION D	CERTIFICATION AND CO	DAMENTS
1,	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	, AND C OF THIS REPORT
18 June 1970	/s/ James S. Woods	
2	BY SUPERVISOR	,
MONTHS EMPLOTER HAS BEEN UNDER MY SUPERVISION	F THIS HE FORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
UATE	OFFICIAL TITLE OF SUPERVISOR	TIPED OR PRINTED NAME AND SIGNATURE
18 June 1970	DÇOS .	/s/ David Whipple
3.	BY REVIEWING OFFIC	IAL ·
COMMENTS OF REVIEWING OFFICE	AL	·

Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.

22 June 1970 COS /s/ Bronson Tweedy

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He himself is a remarkably well-organized, conscientious and cooperative person.

planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and man-

power are usually imaginative and practical.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a Foreign Service reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hardworked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

SECTION D	CERTIFICATION AND COM	MENTS				
1.	BY EMPLOYEE	:				
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT				
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9 October 1969	/s/ James S. Woods					
2.	BY SUPERVISOR					
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE -				
.9 .October 1969	·	/s/ David D. Whipple				
3.	BY REVIEWING OFFICIAL					
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SECTION C . . NARRATIVE COMMENTS

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This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnol under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".

SECTION D	CERTIFICATION AND COM	MENTS				
1.	BY EMPLOYEE	-				
	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT				
21 Sept 1968	/a/James S. Woods					
2.	BY SUPERVISOR					
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21 Sept 1968	Records Admin Officer	/s/John K. Smith				
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I concur in the ratings and comments of the Rating Officer.

Subject has been most amenable and responsive to positive direction.

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22 Sept 1968	Ora Officer	/s/Vincent M. Lockhart

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NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

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FORM 45 OBSULETE PREVIOUS EDITIONS.

SECTION C

SECTION O

NARRATIVE COMMENTS

Indicate eignificant strangths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide 5est basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has done an excellent in longand 20ng the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

CERTIFICATION AND COMENTS

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1.	BY EMPLOYEE						
10	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT					
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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE					
5 March 1968	Ops Officer	/s/vincent Lockhart					

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					EMPLOYEE SERIAL NUMBER			
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11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-) 10 May 1967 - 30 Sep. 1967								
SECTION B PERFOI	RMANCE EVA	LUATION						
W - Wash Performance ranges from wholly inadequate to slightly loss than satisfactory. A rating in this category requirements of the action could range from countaining, to further training, to placing probation, to reassignment or to separation. Describe action taken or proposed in Section C. Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency not oxcellence. P - Proficient S - Strong. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of								
others doing similar work as to warrant	· · ·				······			
	PECIFIC DUT			 				
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OVERALL PERFOR	MANCE IN CI	RRENT POS	TION	·				
ke into account averything about the employee which influence of specific duties, productivity, conduct on job, ticular limitations or talents. Based on your knowledge	vences his effer , cooperativene of employee's	: ctiveness in his ss, pertinent per everell perform	s current po ersonal tra nance durin	its or habits ig the rating	ported.			
ice the letter in the rating box corresponding to the states	mant which most	accurately refi	lects his le	vel of parto	mance. P			

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SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknosses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on training large compotence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Mannes up performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicables Afrance is needed to complete Section C, attach a separate sheet of paper.

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

SECTION D	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
· ·	I CERTIFY THAT I HAVE SEEN SECTIONS A, B.	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	. ,
14 Aug 1967	/s/James S. Woods	
2.	BY SUPERVISOR	
MONTHS SWELDTER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Records Admin Officer	/s/John K. Saith
·3.	BY REVIEWING OFFICIA	.
fairness to	the ratings and comments the employee, it should b s a conscientious and con	e noted that the
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 Oct 1967	Opu Officer	/s/Vincent M. Lockhart

,	O10032			
SECTION A		ENERAL	010056	
1. NAME	(Loot) (First) (Middle)	12. DATE OF BIRTH 13. BEX.	4. GRADE 5. 3D	
	, James S.	20 Peb. 28 M	GS 9 D	
6. OFFICIAL POS		7. OFF/DIV/BR OF ASSIGNMENT	. CURRENT STATION	
Recor	ds Admin Officer	DOF/FE/750	VIETNAM.	
. CHECK (X) TY	PE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT	,	
CAREER	RESERVE TEMPORARY	INITIAL	X REASSIGNMENT	SUPERVI
CAREER-PF	ROVISIONAL (See instructions - Section C)	AMNUAL	REASSIGNMENT	EMPLOY
SPECIAL (S	pecify):	SPECIAL (Specify):		
II. DATE REPORT	DUE IN O.P.	14 Jan 67 -		
ECTION B	PERFORMAN	CE EVALUATION	· · · · · · · · · · · · · · · · · · ·	
W - Weak A - Adequate P - Proficient S - Strong	Performance ranges from whally inadequate to positive remedial action. The nature of the acprobation, to reassignment or to separation. Performance meets all requirements. It is entexicallence. Performance is more than satisfactory. Desire Performance is characterized by exceptional p	tion could range from counseling, to Describe action taken or proposed irely satisfactory and is characterial results are being produced in a s	o further training, to In Section C. zed neither by deficie	lacing o
		quirements of the work and in cam	parison to the perform	once of
	SPECII	IC DUTIES		
PECIFIC DUTY NO	mployee performs EACH specific duty. Considesponsibilities MUST be rated on their ability to. I Registry with supervisory	o supervise (indicate number of am	ployoes supervised).	RATING LETTE
				-
PECIPIC DUTY NO	••			PATING
ECIFIC GUTY NO				PATING LETTE
PECIFIC DUTY NO.				PATING LETTER
PECIFIC DUTY NO.				RATING
P. 0.101.0 Miles 21.11				
S & JAIL LE				RATING LETTER
4700		E IN CURRENT POSITION		
ika into account a manca of specif rticular limitation	everything about the employee which influences ic duties, productivity, conduct on job, coope is at talents. Based on your knowledge of am he rating bax corresponding to the statement wi	his effectiveness in his current portrottiveness, partznent personal tra- playar's overall performance duti-	its or habits, and ng the rating period,	RATING LETTER

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FCTION C	NARRA	TIVE	COMME	NT

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of pyrsonnel, space, advisement and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

	ION D.	CERTIFICATION AND CO	WWEN 12
1.		BY EMPLOYEE	
		I CERTIFY THAT I HAVE SEEN SECTIONS Á, 8	, AND C OF THIS REPORT
DATE		SIGNATURE OF EMPLOYEE	
	8 May 1967	/s/James S. Woods	
2.	* .	BY SUPERVISOR	
	MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, DIVE EXPLANATION
	4	· ·	
DATE		OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	8 May 1967	Records Officer	/s/Richard Richardson
3.		BY REVIEWING OFFICE	AL
	this position previous pos Registry pro	n his cumulative experien	ments. Subject is employing in ce as a Registry supervisor at uted to the improvement of
<i>:</i> .	and fast mov	ring station;	

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Q: (When Filled In)	
FITNESS REPORT	L NUMBER
010032 /-	-
SECTION A GENERAL	
1. NAME (Line) (Fire) (Middle) 7 DATE OF BIRTH 3. SEX 4. GRADE 5. SD 20 Feb 28 M GS-9	<u></u>
o. official position title Intel. Analyst - CH DDP/FE/Pare/JEO Tokyo	ON
9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT	
	NT SUPERVISO
	NT EMPLOYE
SPECIAL (Specify): SPECIAL (Specify):	
11. DATE REPORT DUE IN O.P. 18. REPORTING PERIOD (From- to-) 30 Sept 65 - 1 Sept 1966	
SECTION B PERFORMANCE EVALUATION	
W - Week Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this cats positive remedial action. The nature of the action could range from counseling, to further training, probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized noither by defi excellence.	to placing or
P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient monner.	
5 - Strong Porformance is characterized by exceptional proficiency.	
O - Quistanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance is so exceptional in relation to requirements of the work and in comparison to the performance is so exceptional in relation to requirements of the work and in comparison to the performance is so exceptional in relation to requirements of the work and in comparison to the performance is so exceptional in relation to requirements of the work and in comparison to the performance is so exceptional.	ormance of
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ist up to six of the most important specific duties performed during the rating seried. Insert ruting letter which best	dageelban et :
cast up to but on the most important specific during providing outing the roting period, insert ruting latter which about manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty.	All employee:
PECIFIC DUTY NO. 1	RATING
Chief of Central Registry and Records with responsibility for the	
receipt and routing of all incoming and outgoing cables, dispatches,	0
and memoranda of the Station, including all other organizations	RATING
recired responding with the Station.	LETTER
Supervises six Registry employees	S
PECIFIC DUTT NO. 3	PATING
Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station.	s
Former to the five geographically separated elements of the Stitton.	HATING
	LETTER
Supervises the analysis and distribution of incoming and outgoing	
cables.	S
ECIFIC DUTY NO. 5	RATING
	i
Supervises the operation of the Station Flexowriters.	S
ECIFIC DUTY NO. 0	RATING
OVERALL PERFORMANCE IN CURRENT POSITION 9	
The state of the s	HATING LETTER
ike Into account averything about the employee which influences his effectiveness in his current position such as per	
rmance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and rticular limitations or referts. Based on your knowledge of employee's overall performance during the rating perfo ico the latter in specifing box corresponding to the statement which most accurately raffects his level of performance	

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SECTION C	NARRATIVE COMMENTS	OFFICE AT 100
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overall performance. State suggest	tions made for improvement of work performance. (regulard for current position. Amplify or explain a	Jive recommencations for training. Comment
basis for determining future person	nel action. Manner of performance of managerial a	Apperfisor duties must be described, if
upplicable.		3 3) PH 1CC

FOSHAG has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from what which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.

FOSHAG has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.

SECTION D	CERTIFICATION AND C	ONMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A,	B. AND C OF THIS REPORT
D^15 August 1966	James Roods /S/	
2.	BY SUPERVISOR	-
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	I TO EMPLOYME, GIVE EXPLANATION
USTE	OFFICIAL TIFLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 August 1966	OPS. Officer	Kenneth Miller /S/
3,	BY REVIEWING OFFIC	IAL
Concur	in above rating.	
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	•	
DATE	OFFICIAL TITLE OF REVIEWING OFFICE	AL TYPED OR PRINTED NAME AND SIGNATURE
17 August 1966 C	Chief of Station	William &. Nelson /S/

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	ION B											
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		proba	tion, to reass	gament	or to separation. D	escribe	action taken o	è pioposéd	in Sec	tion C		
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aco th	o letter in i	pe toss	ng box corres	pending	to the etstement with	ch mos	t accurately rai	loces his le	vol of	porta	monco.	S
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PORM 45 OBSOLETE PREVIOUS EDITIONS.

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position hearth of the propagations for training. Comment on twee performances. Sixto suggestions made for improvement of work performances. Give rechtfull control to training. Comment on tweigh baryonge competence, if required for current position. Amplify or explain ratings given in Section B to provide bust During the four months has been under my supervision he SEP I Cable

has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff Morch handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

Weeds not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months. I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

ECTION D CERTIFICATION AND COMMENTS						
1,	BY EMPLOYEE					
1	CERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C OF THIS REPORT				
DATE	SIGNATURE OF EMPLOYER	n na nakataban nik akan silina na samu na simupan pakan na sikan kanan papa si na ban ban ban ban ban ban ban ban ban				
27 October 1965	/s/ James S. Woods	• (
2,	BY SUPERVISOR	The second secon				
ACULAS EASTS AS HES BEIN	IP THIS HEPORT HAS NOT BEEN SHOWN	TO EMPLOYER, GIVE EXPLANATION				
4						
UATE	OFFICIAL TITLE OF SUPERVISOR	TYPEO OH PRINTED NAME AND SIGNATURE				
27 October 1965	Ope Officer	/3/ Kenneth P. Miller				
ì.	BY REVIEWING OFFICE	AL ,				
COMMENTS DE SEVISIONO OFFICE	At 1 the company of a publication of the Atlanta and a second of the Atlanta and Atlanta a	and a management information of a source of contract of the co				

2 November 1965

I agree with his supervisor that Subject is unusually competent in his field and fully desorving of a "Strong" rating. Subject displays unflagging anthuciasa for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

> OFFICIAL TIFLE OF HEVIERING OFFICIAL TYPED OR PHINTED HAVE AND SIGNATURE DC03 /s/ Horace Z. Feldman

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;		FITN	ESS REPORT		,		EMP	LOYER	SERIAL	NUMBER
							010032			
SECTION A		/#	~- 	ENERA	L LE OF BINTH		14		,	
1. NAME	(Leen) Woods	(Firei) James	(Middle)		Feb 1923	M	4. 6F	-09	8. 10	
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X CAREER	MESERVE		TEMPORARY		INITIAL		X	MEABI	IGNMEN	A PINE EUA I BOI
	-PROVISIONAL (Bee	instructions	- Section C)		ANNUAL		<u> </u>	READE	HENMEN	TEMPLOYER
	(Specify):		·		SPESIAL (Spe		ias)			
. DATE REPO	RT DUE IN O.P.				October I			ne 19	65	, ,
ECTION B			PERFORMAN							
W - Week A - Adequate P - Proficient	positivà remadi probotion, to re Performance me excellence.	el action. Ossiyament ets all raqu	holly inadequate to the nature of the ac- or to separation, drements. It is ont attisfectory. Desir	ction cou Describ- irely sai	ild reinge from e action taken istactory and i	sounseling, or proposed s characteri	to furt In Sec zed n	her tra Hon C either l	ining, to by defici	placing on
5 - Strong			ed by exceptional s				prome	on mu	irat e f.	
O : Outstandir	ng Performance is	so exceptio	nal in relation to it	squireme	nt + 61 the work	ond in com	pari so	n' to th	e perfor	nance of
			SPECI	FIC DU	TIES.		•			
ranner in which	f the most importunt comployee performs presponsibilities H 140, 1	EACH SPO	cific duty. Consid	or ONL'Y	ellectivaness	in performa	nça ol	that	luty. Ali	Scribes the comployees
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and rout	ting of all i	acomine	and outgoing	cable	e. dieneto	icos, and	l mer	noron	da of	3
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FORM 45 - BROLETE PREVIOUS EDITIONS.

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TION	NARRATIVE COMMENTS
CTION C	MANUALLI E COMMENTS

Indicate significant strengths or worknosses demonstrated in current position keeping in proper perspective/pair relationship to swifted participations. Sure suggestions made for improvement of work performance. Give recommendations for Milliago, Cumment of foreign lenguage sympetence, if required for current position. Amplify or explain ratings given in Section B to provide base

an foreign language exampsions. It required for current position. Amplify or explain ratings given in Section at to provide boats for determining future personnel action. Magner of performance of managerial or supervising duties must be described. If applicable.

As Chief at the Station Englistry this employee continues to perform 19 05 17 captionall, profice out lovel 11th authorization from his supervisor. His supervisor, the being reassigned and is school ded to be replaced by another officer what ill necessarily need several months to become knowledgeable of Registry activities. Maggiver there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native incensity and ligh standards of achieve next to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry apployees at little cost to the Evernment. This emplayed has been performing at a level above his present GS-09 grade. As recommended in November 1904, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

SECTION D	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
And the second s	CEPTIFY THAT I HAVE SEEN SECTIONS A,	B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
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2.	BY SUPERVISOR	and the second of the column of the second column and the second c
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· 45	•	
GATE	OFFICIAL TITLE OF SUPERVISOR	TYPED ON PRINTED NAME AND CIGHATURE
k Aina 65	Cro Officer	/s/ Frederick Handall
3.	BY REVIEWING OFFIC	IAL.
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28 april 61	neas	/s/ Morace Z. Peldzan

fithess REPORT				O10032			
1. NAME	Woods, Jemes S.	- 1 . i	. 38 A	4. GRADE 5. 10			
S. OFFICIAL POS		20 Feb 23	M	GS-09 D			
1	Intel Analyst Gen	DDP/FE/JKO		Tokyo			
P. CHECK (A) TY	PE OF APPOINTMENT	10. CHECK (X) TYPE O	PREPORT	IUAYU			
X CAREER	RESERVE TEMPORARY	INITIAL		REASSIGNMENT	8U=ERVISO		
CAREER-P	ROVISIONAL (See Instructions - Section C)	X ANNUAL		REASSIGNMENT	EMPLOYER		
SPECIAL (S	pecify):	SPECIAL (Specif	y):	•			
11. DATE REPORT	#==je.r. t	18. REPORTING PERIO	_ ,	•	_		
30	Nov 64	1 October 1963	3 - 30 S	eptember 196	4		
SECTION B	PERFORMA	NCE EVALUATION		· · · · · · · · · · · · · · · · · · ·	·		
W - Week	Performance ranges from wholly inadequate positive remedial action. The nature of the probation, to reassignment or to separation.	action could range from co . Describe action taken or	inselling, t proposed i	o further training, to n Section C.	placing on		
A · Adequate	Performance meets all requirements. It is e excellence.	utitally societociony and is	Characteriz	lad natither by deticte	ncy nor		
P - Proficient	Performance is more than setisfactory. Des	ired results are being produ	iced in a p	roficient manner.			
S - Strong	Performance is characterized by exceptional	proficiency.		<u>.</u>			
0 - Outstanding	Performance is so exceptional in relation to others doing similar work as to warrant spec		nd in comp	arison to the perform	ance of		
	ŠPEG	IFIC DUTIES					
manner in which o with supervisory is SPECIFIC DUTY NO		ider ONLY effectiveness in y to supervise (indicate num	performen	co of that duty. All			
routing of	entral Registry and Records w all incoming and outgoing cabl	les, dispatches, a	nd men	noranda of			
the Station	including all other organizat	lons corresponding	g with	the Station	S		
SPECIFIC DUTY NO	. 4	•		•	RATING LETTER		
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SPECIFIC OUTY NO	. 3	,			RATING		
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	Station courier service which geographically separated elem			rrespondence	s		
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Analyzes a	nd distributes all incoming and	d outgoing Station	cables		S		
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Bupervises	the Station Flexowriter		•		S		
PECIFIC OUTT NO.	6	and a speciment of the contrac			RATING LETTER		
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	OVERALL PERFORMAN	ICE IN CORBENT BOSI.	TION	······································	RATINO		
lormance of specification limitation in the latter in the	verything about the employee which influence is duties, productivity, conduct on job, consister the second of the	iperativanass, pertinent po saplayse's averali partorm	reanal trai	es or habits, and greated,	S		
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SECTION C	HARRATIVE COMMEN	ITS THE COPPER
overall performance. State suggion foreign language competence.	estions made for improvement of work parlam. If required for current position, Amplify or a	keeping in proper perspective their relationship to once. Give recommendations for travering. Comment implain ratings after up section B to severate besigned in a second besigned or supervisibly lighter than the second problem.
his level of perform continues to welcom and is able to fill in as well. He is quite and does everything up with new ideas on manner. This resulposition this employ	ance can be properly evaluated to hard work, is not bothered to for any absent member of his econscious of the value of Gov in his power to conserve these how to perform his functions to in benefits to the entire States.	Registry. During the past year das exceptionally proficient. He by constantly changing deadlines unit, and keep up his own work ernment personnel and materiel, e resources. He continues to come in a more efficient and effective tion. It is regretable that the notion since he has been performinges.
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SECTION D	CERTIFICATION AND COMM	ENTS .
1.	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A, B. A	NO C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
1 Oct 64	/s/ Jazes S. Woods	
MONTHS EMPLOYER HAS BEEN	BY SUPERVISOR	EMPLOYEF, GIVE FYPLANATION
INDER MY SUPERVISION		tan Estitation
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED ON PRINTED NAME AND SASHATURE
1 Oct 64	, Ops Officer	/s/ Frederick Randell
OWNERTS OF REVIEWING OFFICIAL	BY REVIEWING OFFICIAL	
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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPEO OR PRINTED NAME AND SUSBATURE
29 Oct 64	cos	/s/ Filliam V. Bros

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g. CH		PE OF APPOINTMEN		•		HECH (X) TYPE	OF REPORT				
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		HOVISIONAL (See the	truc Han e	Section C)	X	ANNUAL		L	RE A 951	GHMENT	EMPLOYE
11. 04	SPECIAL (S	DUE IN O.P.			12. R	SPECIAL (Spec					
		ber 1963		-	İ	Oct 62-50.		- •	•		
	ION B			PERFORMANCE							
Y - ₹	dequate	positive remedial probation, to reasi	action. 1 Lignment	hally inadequate to a he nature of the acti- or to separation. Do irements, it is entire	on cou	ld range from c action taken i	counsaling, or proposed	in Sec	her train	ning, to	placing on
P - E	rolicioni		re than s	atisfactory. Desired	re sult	s are being pro	duced in a	rofici	ont man	mer.	
-	rong			ed by exceptional pro		-			-		
٥-٠٥	utstanding			nal in relation to requ s to warrant special r			and in com	pari so	n to the	perform	ance of
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mannar mannar	in which or pervisory re	mplayee performs E esponsibilities MUS D. :	ACH spe iT be rate	utles performed durin cific duty. Consider ad on their ability to	ONLY	offectiveness ise (Indicate n	in performs umber at ex	ploye	that do	ny. All rised).	
and i	routing	of all incomi	ng and	y and Records loutgoing cabl organizations	es,	dispatche	s, and n	uem	orand	ia of	s
	IC BUTY 40										HATING LETTER
	Super	vises six Re	giatry	employees .							P
PECIF	IC BUTY HO										RATING
onde	Super nce to U	vises Station he five geogr	couri aphica	er service wh Uly separated	ich d elen	distributes n ents of th	s classif ne Static	iled in.	corre	esp-	P
PECIF	C DUTY NO	. 4									RATING
			ibutes	all incoming	and.	outgoing S	Station e	able	28,		P
PECIF	C DUTY HO	. 5	······································	arring typicalization of all the special of the Peterson of American							RATING
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SECTION C	NARRATIVE COMMEN	ITS	
overall performance. on foreign language c	itrengths or weaknesses demonstrated in current position. State suggestions made for improvement all work perform ampetence, if required for current position. Amplify or effuture personnel action. Manner of performance of mana	iance. Giva recommendations for training. Comm Explain ratings given in Section B to provide best	en
of exceptiona in for any abs to bring up id welcome duri location at Fu last fitness re	of the Tokyo Station Registry, this end proficiency for the past year. He was ent member of his unit and keep up had been for the improvement of his unit. In the past year in view of the impendant of his tendency eport has been eliminated during this rong performance over the past year, GS-10.	elcomes hard work, is able to find is own work as well. He continued these have been particularly ding move of the Registry to a new to be arbitrary mentioned in the reporting period. In view of this	11 108 W
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SECTION D		CERTIFICATION	AND COMMENT	[3
1,		BY EM	PLOYEE	
	The Principal Pr	AT I HAVE SEEN SEC	TIONS A, B, AND C	OF THIS REPORT
DATE	SIGNATUR	SE OF EMPLOYEE		- 1
	. 63 /s/	James S. Wo	oods	
2.			ERVISOR	
MONTHS EMPLOYEE HAS A UNDER MY SUPERVISION	ESN IF THIS RE	LPONT HAS NOT BE	EN SHOWN TO EMPL	LOYEE, GIVE EXPLANATION
DATE	OPFICIAL	TITLE OF SUPERVI	to Tr	YPLO OR PRINTRO HAVE AND SIGNATURE
10 Sept. 63	Chief,			/s/ Frederick Randall
3. COMMENTS OF REVIEWING		BY REVIEWIE	IG OFFICIAL	
very sorious interfere in this key role and confident aggravating have been street	personal p any way wi e, in any s ce are "mus incidents o ruck by the Els perform	roblems thr th his cons tation of t ts" and whi f mis-routi lack of th ance certai	rust upon he istently de this size, de there and and or mis-de the there, be anly warrant	ployee has not let the im during this period ependable performance. In dependability, reliability, re quite naturally small direction of documents, I scause ratee has the "must" to favorable consideration
DATE	OFFICIAL	TITLE OF REVIEWIN	IS OFFICIAL TY	PED OR PRINTED NAME AND SIGNATURE
11 September	63 Dennity	Chief of	Station Ro	bert Wheeler All

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	MOOD	s, J	ames S.	1		_ i	0 Feb 28	M	GS-9	r	
6. OF	FICIAL POS						F/CIV/BR OF	SSIGNME YT		OKYO	•
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11. DA	TE REPORT	DUE	IN O.P.		,	1	Oct 61 -	•	-		
SECT	ION B				PERFORMANO						
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_	roficient				attafactory. Desire			duced in a	proficient ma	nnet.	
_	frong				ed by exceptional pr		•		, .	<u>.</u> .	
0.0	<u>utstanding</u>	Perio other	rmanca is so ex s doiñg similar	coptio work a	nal in relation to the a to warrant aspecial	emetius ngoser	nts of the work Ition,	and in com	parison to th	e perferm	iance of
•	· · · ·			· · · · ·	SPECIF	IC DU	TIES		····		
WITH BURELP	receptives of the street of th	Checeipt ches res berv	ntef of Cent., analysis and memponding wi	tral and orar th th legis	ellic day. Cosside od on their shift, is Registry and routing of all ada of the Station. Stry employed rier service y separated of	Recolling	erds with a coming and including	responsioutgoin all othe	ibility fo g cables r organi	r the , dis- zation	PATING LETTER P
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SECTION C	NARRATIVE COMME	AT C

overall performance. State suggion foreign language competênce busis for determining future per-	estions made for improvement of work perform, if required for current position. Amplify or sonnel action. <u>Manner of performance of mans</u>	n keeping in proper perspective their relationship to nance. Give recommendations for training. Comment explain ratings given in Section B to provide best igerial or supervisory duties must be described. If
As the Unier	of the Tokyo Registry this em	ployee has performed well.
		p with ideas for the improvement
		work and is able to fill in and
	in his unit and keep up with hi	
		rary when convinced he is right.
		equently operates under conditions
		eduction, and relocation of the
		e job done with fewer people and
under more diffici	ilt working conditions.	
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SECTION D	CERTIFICATION AND COM	ENTS
1.	BY EMPLOYEE	
	ERFIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	nadat gaya ing 12 pengarang ay kalaan ing 1 - inganga kalaganggan ng penggabilahan kagamat penggan nganangka d Tanggan
25 Oct. 1962	James S. Woods /s/	
	BY SUPERVISOR	A THE WAR AND ADDRESS TO THE PROPERTY OF THE PERSON OF THE
MONTHS EMPLOYES HAS BEEN	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PAINTED NAME AND SIGNATURE
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		Frederick Randall
	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWING OFFICIA	L	
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	f the last sentence of the rat	
	e the edjustment to "fever peo	
	ons" quite well, without troub ant to the CRR service.	ra min more importunity
AICH NO. Impedim	and to the Old Betvice.	1
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TE .	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPEO OR PRINTED NAME AND SIGNATURE
26 Oct 1962		Robert P. Wheeler

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W. O.	FITNE	SS REPO					-	EMPLO		SPD.		
SECTION A			GEN	ERA	Ĺ	-	1	<u> </u>				
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B. SERVICE DESIGNAT	TON . OFFICIAL POSITI	ON TITLE						7. OFF/	DIV/BR	OF AS	BIGNM	ENT
D	ODB OLL	icer		-			1		<u>CKYO</u>	STAT	ION	
	CARGER STAFF STATUS			TYPE OF REPORT								
PENDING	DECLINED	DEFERRED INITIAL REASSIGNMENT/S DENIED										
10. DATE REPORT DU		DENIE		1-2-1	ANNUAL		NE ABOIL	PRINTS NOT	EMPLO	744		
,	From	61-30 S	. 10									
SECTION B	EVALUA1			MANC	E OF SPI	ECIFIC	DUTIE	\$				
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manner in which emplo	oyee performs EACH spe onsibilities MUST be rat	reifie duty.	Consider	OHL,	Y ellective	ness in	partorm	ance of	that du	ıy. Al		
1 - Unsatisfactory	2 - Barely adequate	3 - Ac	captable	4 . C	ompetent	5 . Ex	collent	6 - Su	portor	7.	Outst	nding
SPECIFIC OUTY NO. 1			RATING	SPEC	IFIC DUTY	NO. 4						RATING
Chief of local	registry, superv	data.	жо. Ц	j		+		•			ı	NO.
four persons.	regreery, suberv	rsing	*									
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SPECIFIC DUTY NO. 2			RATING	8 to E C 1	FIC DUTY	NO. 5						RATING
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SPECIFIC DUTY NO. 3			RATING NO.	SPECI	FIC DUTY	NO. 6	gagnes Abharraga		to the state of th			RATING NO.
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SECTION C	EVALUATION OF	OVERAL	L PERF	ORMA	HICE IN	CURRE	NT PO	SITION				
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2 - Perfora 3 - Perfora 4 - Perfora 5 - Perfora	nance in many important nance insats most requir nance clearly meets bus nance clearly axceeds b nance in every important nance in avery respect i	aments but ic regulam asic regula respect is	is deficie ents, ements, superior,	int in c	ulrements, one or mers	Importo	nt resp	octs.		R	ATING NO.	
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	NARRATIVE DESCRIPTION OF M		
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work. Give recommendation	s for his training. Describe, if appropriate, ratings given in	riote, his patential for detalogishing	and for assuming greater to-
sponsibilities. Amplify or e	aplain, if appropriate, ratings given in	FIECTIONS B, C, and D to provide	hiff from books for determining
futura parsonnal actions.			"" 6/

Ratce has been in charge of station registry since 2h Arthhog.1. This has been a period of drematic energe in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that boden well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (RI) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention means to me that he is doing well. Another six months should tell us more on this score.

SECTION F	CERTIFICATION AND CO	aments
1.	by employee	
1 e	ertify that I have seen Sections A, B, C	, D and E of this Report,
DATE	SIGNATURE OF SUPLOYER	
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2.	BY SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS BOY BEEN SHORN T	O EMPLOYER, GIVE.EXPLAHATION
	IF REPORT IS NOT BEING HAVE AT THIS T	INE, GIVE HEASON.
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OF PRINTED HAME AND SIGNATURE
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3.	BY REVIEWING OFFICIA	L
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I WOULD HAVE SIVEN THIS E	EMPLOTER A HICHEP EVALUATION.	,
I WOULD HAVE GIVEN THIS E	MPLOYEE A LOVER EVALUATION.	
I CANHOT JUDGE THESE EVA	ALUATIONS, 1 AM NOT SUFFICIENTLY PAMILI	AR WITH THE EMPLOYER'S PERFORMANCE.
COMMENTS OF REVIEWING OFFICE	A L	
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BTAC	OPPICIAL TITLE OF REJIETING OFFICIAL	TYPED ON PRINTED NAME AND SIGNATURE
6 Cet 61	Use Officer	heeler, Robert P.

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SECTION A		7/4/		······································	GE	IER/	L							-
I. NAME (Last		James	(,	мын ы S .	•		20 i chru		`28	. SEX		4. ¢	AADI	1
8. SERVICE DESIGNAT	ION	6. official Posi			ont Off	ic^	r		7	DUP/	12/5c			
	CARE	ER STAFF STATE				9.	· · · · · · · · · · · · · · · · · · ·		TYPE O	FREPO	RT			
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PENDING	1	DECLINED		DENIES)	x	ANNUAL	,	KABBIG	MENT/	EMPLO	7 E E		
10. DATE REPORT DUE 31 October 1				PERIO		SPE	CIAL (Specif)	ツ _					-	
SECTION B		EVALU	ATIO	H OF P	ERFOR	MAN	E OF SPE	CIFIC	DUTIE	\$.				
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SPECIFIC DUTY NO. 1		aison with			RATING	1	CIPIC DUTY I			stanc		-	-	NO.
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PRECIPIC DUTY NO. 2		aining and		<u> </u>	RATINO	SPEC	IFIC DUTY N	10. 5					-	HATING
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SECTION E	NARRATIVE	DESCRIPTION OF	MANNER OF JOB	PERFORMANCI

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Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected will litt have not forly produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great Aleff of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

Mr. Woods' work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and telephiliph up-to-date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction idith the war westfactive work Mr. Woods is doing on this detail.

Mr. Woods' work during the last year was the backs for a commendation of the Division's records program by COP distactory performance.

SECTION F	CERTIFICATION AND COM	MENTS'
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

> This report has been prepared in accordance with FE Division standards which recognize the same the standing the individual against the group Thus on "average" rating reliects an entirely satisfactory performance.

SECTION F	CERTIFICATION AND	COMMENTS
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X	10. can cort erin thenatheres	4	ZO. COMPLETES ASSIGNATED SO. 'BITHE BLLQUESCE TIME	5	SO. SOIS BOT BEQUING SIRRES. AND CONTINUOUS SUPERVI- SIGN

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	FITNESS RE	PORT (P	art I) PERFORM	ANCE	
			UCTIONS		
FOR THE ADMINISTRATIVE OF					
FOR THE STEERVISOR: This this evaluation to your st	report is designed mervisor end senio	to help you or officials.	express your evaluation. Organization policy re	of your sub quires that	ordinate and to transm you inform the subord
nate where he stands with strengths and weaknesses.	you. Completion	of the repor	it can help you prepar	e for a di	scussion with him of h
under conditions specified	l in Regulation 20-	370. It is t	ecommended that you rea	d the entir	e form before completi
any question. If this is Personnel no later than 30	the initial report days after the da	t on the emp te indicated	loyee, it must be compli- in item 8, of Section	eted and to A below,	twalded to the vitters
SECTION A.			ERAL		
1. NAME (Last)	(Figst)	(Middle)	2. DATE OF BIRTH	3. BEX	4. SERVICE DESIGNATIO
WOODS	James		20 Feb 1928	M	SD: DI
S. OFFICE/DIVISION/BRANCH	_		8. OFFICIAL POSITION TO		
FI RI ACC				tel Anal	· · · · · · · · · · · · · · · · · · ·
GS-7	DUE IN OP		overco sy mis refort (1 1 January 1957 - 1		
10. TYPE OF REPORT	· INICTIAL		T omitted Table T		7,2 l (Specify)
(Check one)	Annual		ila fe cue covet	1	(500011))
SECTION B.	لسيب المسالة والمالية	CERTIF	CATION		
1. FOR THE RATER: THIS REP	ORT HAS OL			RATED. IF	NOT SHOWN, EXPLAIN WH
Mr. Woods 18	on temporary d	luty in Mo	xico City, Mexico.		
A. CHECK (X) APPROPRIATE ST	ATEMENTS	, ,-			·
X VIDUAL	v 044 0F1410H4 0F	THE 1 101.			1 08 D. A BARNING LET.
				`````	TACHES TO THIS REPORT.
THIS REPORT REPLECTS THE		. 07 475667			o individual anoma now secause (Specify):
AND VERBERSES SO THAT		8	.,		:
D. THIS DATE 22 July 1957 2. FOR THE REVIEWING OFFICE	BEED OF BUILD N	A'BOB'A'	TURE OF SUPERVISOR O. SU	PERVISOR'S	OFFICIAL TITLE
22 July 1957	James L. Brogd	on	RTA	Analváda Analváda	Gantion.
FORMATION, WHICH WILL LE	LI RECORD ANY SUL	STANTIAL DIF	FERENCE OF CRIMION WITH THIS REPORT.	ANY MIREN	INOR, OR ANY OTHER IN-
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			of abaki		
	Posted Pos.	Control	7/23/9	,	
	· ,,	. D	. L. REEDY 10-8	152 -	,
	Reviewed t	y PUD]	
					THE ON ATTACHED SHEET
I certify that any substanti	al difference of o	pinton with	upervisor is reflect	ted in the	above section.
22 July 1957 0	PERCIAL DAM	Muria	THE REVIEWING C. OFF		
SECTION G		Process J	E EVALUATION	Arreon, P	N/Analysis Section
I. RATING ON GENERAL PERFORM		, renronnanc	E EVALUATION	·····	
DIFFCTIONS: Consider ONLY		and effective	ness with which the indi	vidual bels	e rated has performed
his duties during the rating sibility. Factors other the	period. Compare	him CNLY with	others doing similar wo	ek at n.sin	iller level of respon-
1 - DOES NOT PERF	-`≈ ORM DUTIES ADEQUATI	ELY, HE IS IN	COMPETENT.		
2 - BARELY ADEQUA	TE IN PERFORMANCE!		HAS HAD SPECIALS GUIDANC	E OR TRÀINI	NG. HE OFTEN FAILS TO
	OF HIS DUTIES ACCE		SIONALLY REVEALS SOME AR	EA 07 4EARN	435.
S. A FINE PERLACE	ES IN A COMPETENT, MANCEL CARPLES OUT		NNER. PESPONSIBILITIES FRCEPTI	SMALLY BELL	_
MATTING 6 PERFORMS HIS I	DUTIES IN SUCH AN C		ANNER THAT HE IS EQUALLE		
the surenvisor		റ്റുസ് വിവിച	t on 9 Feb 1957. H	Ta Innt	Pitness Report
CONCEPTIVE,	•		or to his departur		• -
			ommendable job.	- 110EA	
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FORM NO. 45 (Part 1) or FORMS 45 AND 454 WHICH SECRET ARE OBSOLETE.

Performance

duties. f. Re specific g. Par some joint	OBAL BRIEFING OIVING LECTUI CONDUCTING SI BRITING TECHN CONDUCTING EX TYPING TAKING DICTAT SUPERVISING bs. duties may	the kind of dutie 1888 WIFARS WIFARS WIFARS WIFARNAL LIAISON	B that mi MAS AND DEVELOP ANALYZE WANAGES OPERATE COORDIN BRITES PREPARE In furthe	ght be rated uses area as new program of pro	NOVLEDGE WE REPORTS THER OFFICES	CONDUCTS IN PREPARES SU TRANSLATES DEBRIBFING REEPS BOOKS DRIVES TRUC MAINTAINS A EVALUATES S	TBRROGATION MÀARÌBB GRRMAN SOÙRCBB R IR CONDITIO I GNI FICANCE	WING E OF DATA
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******* **** ****	•		RATING. NUMBER	#P.E.C.1 P.I.C. DW.1	v NO. 8			RATING NUMBER
		ER OF JOB PERFORMI d weaknesses, part		those which	affect develo	pment on pres	ont job.	
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SECTION C.		SUITABILITY FOR	CURRENT	10 H 80L 1	GAH I ZATÍ ÓN			

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		•	FITNES	SRE	PORT	(Part II)	POTE	NTI	ΛL	
	INSTRUCTIONS									
FOR THE	AIMINISTRA	tive offi	CFR Consult	જાલ	ent instru	tions for co	ample ting	this	report.	
ment an	d personne	lofficis	ils concerning	the	potential	of the emplo	yer being	g cate	rd. It is	propriete career manage
										uestion. This report is
held and	complete (ofter the	wodays has e	احدوما	. If this	Is the INIT	IAT KRIJA	RT on	the emplo	yee, however, it MIST be 8 of Section "K" below
SECTION						NERAL				
I. NAME	(Los	-	(First)		(Arquis)	2. DATE OF	_	- 1	3. SEH	4. SERVICE DESIGNATION
	cods		ines		•	20 Feb			<u> </u>	SD: DI
FI	RI	A&O	FASSIGNMENT			1				3 4
7. GRADE		REPORT DE	of the OP		. 258100	OS-0132			tel Ana	
GS-7				1		January	-		-	· ·
	OF REPORT		- initial			nen ingresi		-		(Specify)
	th one)		988944	-ix	<u> </u>	ut 4 1 - EMP L O V E		\dashv		`.
SECTION	f.		! 		CERTII	ICATION			· · · · · · · · · · · · · · · · · · ·	
1. FOR TH	E RATER	CERTIFY	THAT THIS RE	-:47 #	EPRESENTS	WY 8857 JUDG	LUENT OF	THE	INDIVIDUAL	BEING PATED
A. THIS D	ATE	9. T	VPED OR PRINT	10 444	C AND BUON	ATURE OF SUP	CHAIRS	1 SUF	E	OFFICIAL TITLE
-	, ,					<u>*.</u>				
										ION IN ATTACHED MENO.
A: .THIS D	ATE		YPED" OR: PRINTI FFICIAL	3,440	Ç AND SIGN	ATURE OF REV	IEDING C	i off	ICPAL TIT	LE OF REVIEWING OFFICIAL
SECTION	G.				STIMATE O	F POTENTIAL				
1. POTENT	IAL TO ASSE	ME GREAT	ER RESPONSIBLE						,	
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			THE LEVEL AT							
1			MÉ MIGHEST LEI SS. BUT NEEDS							ED ER RESPONSIBILITIES
1	4 . READY	FOR TRA	MESA NI BRIVI	1143 6	REATER RES	PONSIBILITIE	s		*	
RATING	g · ALREA	OY ASSUM	ING MORE PESPO	***	LITIES THA	N EXPECTED A	T HIS PRE	SENT	LEŸEL	_
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	ISORY POTEN					Person Special Philippe (Spiles and Shippe Spiles Spiles				
and the second			nation: Nos		aran the	shility to	he a sin	a ful s		Yes No . If your
an seer is	YES, indica	to bolan	your opinion	or gur	ess of the	level of aug	orrisury	shil	ity this p	serson will reach AFTER,
SULTARLE I	FRAINING. Tìog vour c	Indicate Minion in	your apintan	ty pla	cing the solumn. If	number of the	descrip Lerad a	tive : on ob:	rating bel serving hi	ow which comes closest in supervise, note your
										"potential" column.
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		4 2000	C7 10*E4+1121	: **>	DIRECT IN			1N+ 3	upervisor	•)
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3. INC	DICATE THE APPROXIMATE NUMBER O	THE !	6' 3'19'PH' 197 "." ""	U401# YOU#	SUPERVISION
4. CO	MENTS CONCERNING POTENTIAL			, wh	
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SECTI			FUTURE PLANS		
. TRA	INING OR OTHER DEVELOPMENTAL E		PLANER YOR THE INDIVIDUAL	•	
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	OTHER PACTORS, INCLUDING PERS	DNAL CINE	ASTANCES. TO DE TAKEN INTO A		INDIVIDUAL'S PUTURE ASSIGNMENT
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SECTIO	H T.	DES	CRIPTION OF INDIVIDUAL		······
PRECTO	ONS: This section is provided	1 00 00 01	A to describing the individu	al as you	see him on the job. Interpret
he lef	ds literally. On the page be t of each statement is a box i y number which best tells how a	inder the	heading "category." Fred e	och statem	one degree to most people. To ent and insert in the box the by this report.
					DESCRIPTION APPLIES TO THE
	- INDIVIOUAL I - APPLIES TO THE	140171994	L TO THE LEAST POSSIBLE DEGR	£ ŧ	
CATEGO	BY NUMBER 2 - APPLIES TO INDI 3 - APPLIES TO INDI				
	4 - APPLIES TO INDI	ÝIDOAL TO	AN ABOVE AVERAGE DEGREE		
TEGORY		CATEGORE	THEMSELEC CA	CATEGORY	STATEMENT
	1. ASLE TO BEE-ANDINER'S		51. 382 HIGH STANDARDS OF		21. 13 EFFECTIVE 14-018CUS.
	10141 OF VIEW		ACCUMPLISHMENT		\$10N9 #17H A250CIATES
	7. CAN MARE CECISIONS ON MIS		12. SHOWS ORIGINALITY		22. IMPLEMENTS SECUSIONS AE. GAROLESS OF SON FEELINGS
	-		12. ACCEPTO MESPONSIONALI		
	3, HAT INITIATIVE	•	FIES		23, 18 THOUGHTFUL OF DINESS
-	4. IS ANALYTED IN HES THERE.		14. ADMITS HIS ERBORS		24. WORKS SELL UNGER FRESSURE
	5. STRI FEB CONSTANTLY FOR		15. ALSPONDS WELL TO SUPER-		28, Displays successor
	BES ANDSLEDGE AND IDEAS		*: 1:0 a		1
	G, ANGUS AMEN TO SEEK ASSISTANCE		16. DOES HIE JOS #1 THOUT TESHS SUPPORT		28. IS BECURITY CONSCIOUS
	7. CAN GET ALONG TITH PEOPLE		17. COMES UP WITH SOLUTIONS TO PROSLEMS		27. 18 YC45ATILE
7	\$. HPG WEWOSY FOR FACTS		18. IS 04388V4NT		ZO, HIS CRITICISM IS CON- STRUCTIVE
	9. 5675 743943 5698		FULLES CLEARLY		20. FACILITATES SWOOTH GPERA. TION OF HIS OFFICE
	10. CAN COPE #1 TH EMERGENCIES		20. COMPLETEE ASSISSMENTS #IFHID ALLOWABLE TIME LINHTE		SO. DOES NOT RECYCLÉ BENGUS Superior Story
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		1	FITNESS RE	PORT (P	art I) PERFOI	₹МЛ	NCE	,,
					UCTIONS			
FOR THE	alphini strati v	K OFFIC	BR: Consult cur	ent instruct	ions for completing	tiri o	report.	
FOR THE	SUPERVISOR: 1	his rep	ort is designed	to help you	express your évaluat	ion o	f your sub	bordinate and to transi I you inform the auboro
nate whe	re he stands	with y	ou. Completion	of the repor	rt can help you pr	epare	tor a di	iscussion with him of I
strength	s and weaknes	ses. 3	t in also organi	sation policy	y that you show Part	lof	this repor	rt to the employee exci re form before completi
ANY TUPS	tion. If thi	o io t	he initial repor	t on the em	oloyee, it must be c	ים) קוסה	ted and fo	rearded to the Office
					in item A. of Secti-			
SECTION	A			-	ERAL			
1. NAME	(Leet)	•	(Firet)	(Middle)	. DATE OF BIRTH	I	3. SEX	4. SERVICE DESIGNATI
	coos,		James	S	20 Feb 1928		M	SD:DI
3. OFFICE	PIVIBION/BR	ANCH OF	ASSIGNMENT .		4. OFFICIAL POSITIO			_
	RI.		<u>40</u>		0S-0132.35-7		tel Ana	_ •
7. GRADE	S. DATE REF	ORT DU	IN OP		OVERED BY THIS REPOR			
08-7	21	an 57		23	January 1956 -	20 J	anuary	1957
	OF REPORT		INITIAL	8 4 4 9 1 0N1	14		SPECIAL	(Specify)
(En#a	k one)	x	A 4 4 4 6	### # # B G##	# 8 N F - E W P L O Y E E	_1_	l	
SECTION	B				CATION			
NOY:	E RATER: THE	S REPOR	7 (X) 11/2 C	HAB NOT BEEN	SHOWN TO THE INDIVI	DUAL I	RATEÓ. IF	NOT ŚŃOWN, ERPĽAIŃ WH
. #911		(1 62/					
A. CHECK (X) APPROPRIA	TE STAT	EMENTS:	,				
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	40414164 50			TANDS.				
B. THIS DA		C. 179	ED OR PRINTED N	ME AND SIGNA	TURE OF SUPERVISOR	. SUP	ERVISORS	Official title
5 Feb 1			mes L. Broyde					201 Control Unit
FORMATII	REVIEWING OF	L LEAD	TO A BETTER UNDE	ISTAMTIAL DIFI RSTANDING OF	FERENCE OF GPINION :	W: YH	THE SUPERV	ISOR, OR ANY OTHER IN
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					ment has comple			
886187	ment and	is pre	paring for a	nother.	te has applied	the p	present	headquartera
vork e	t the sta	tion r	egistrayon s	o tandard	equating with	his	evaluat	ion.
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	Posted Pa	s. Confi	rd R	111569	-			
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	Reviewed	by ru	o Pam	2-11-57				•
						[HUED ON STIACHED SHEET
cartify (that any subs	tential	difference plu	propagaith t	he supervisor to re	lecte	d in the	above section.
, THIS DAT	E	A. IVP	ED OF PEANIED NA	45, / AYU[/\$ LGN A [URE OF SEVIEWING C.	0# F t	CIAL TITL	E OF REVIEWING OFFICIAL
5 Beb 19	57	0//	John J.	Jurray, J		iuper	rvisor,	RI/AN Section
ECTION C.			106	PERFORMANC	E EVALUATION .			
. RATING O	M GENTAL PER	FORMAN	CE OF DUTIES					
FECTIONS:	Consider D	NIÝ the	productivity a	nd effective	ness with which the	indiv	idual bei	ng rated has performed
is duties	during the re	ting po	riod. Compare i	sim ONLY with	others doing simils	F- WO!	k at a sie	nilar level of respon-
•					to account later in	SPETI	on u.	
	1 . DOES NOT	PERFORM	COUTIES ADEQUATE	LY, HE IS IN	COMPETENT.			
	A - BARELY AC CAHRY OUT	RESPON	IR PIRFORMANCE.	ALTHOUGH HE I	HAS HAD SPECIFIC GUI	DANCÇ	OR TRAINI	NG. HE OFTEN FAILS TO
5	S . PERFORMS	HOST OF	HIS DUTIES ACCE	PTABLY: OCCAS	SIGNALLY REVEALS'SON	384 3	A OF WEAKN	£55.
100501	4 - PERFORMS 5 - A FINE PE	DUTIES RECRUAN	IN A COMPETENT, CEL CARBLES CUT	EFFECTIVE MAN	INER. Besponsibil'ities fyc	EPT: N	HALLY ME: 4	
	. PERFURMS	HIS DUI						THER PERSONS KNOWN TO
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FORM NO. 45 (Part 1) OF FORMS 45 AND 454 MICH SECRET

Performance

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F. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		The state of the s	· Fr.	
DIRECTIONS: a. State in the spaces below up to aim of the	muse imm	actual SPECIFIC duties need	lormed difference time and	ing period.
TINCE IN PRINCE IMPORTANT LIFET. LET DOLLAR	1:->- (-)-	ny sy panymanitum traiters.	*** / / //	なっ
b. Rate performance on each specific duty con-	idering	MLY effectiveness in perfe	tenance of this specifi	diluty.
c. For supermines on each specific duty const. c. For superminers, ability to supervise will who supervise a secretary only).	a; enye to	e yares so a specific outy;	4411	
d. Compare in your mind, when possible, the	individ	lus) being rated with othe	en perioduthany same	duty st
similar level of responsibility. Two individuals with the same job title.		nectornian different duties	. If so eate them or	diffazen
duties.	## DV	balland ullistant outles	, 1, 50, 1810 tikus or	4111014
f. Be specific. Examples of the kind of dutie				au •
ORAL BRIEFING GIVING LBCTURES		D USES AREA KNOVLED O E PO RET PROGRAMS	CONDUCTS INTERPOGATI	ON B
CONDUCTING SEMIMARS		S INDUSTRIAL REPORTS	TRANSLATES GERMAN	
WRITING TECHNICAL REPORTS	MANAGE		DEBRIEFING SOURCES	
CONDUCTING EXTERNAL LIAISON TYPING		IS PADIO IATES WITH OTHER OFFICES	KREPS DOOKS DRIVES TRUCK	
TARING DICTATION	001783	PEQULÂTIONS	MAINTÁINS ÁIR CONDÍT	
SUPERVISING g. For some jobs, duties may be broken down even		S CURRESPONDENCE	EVALUATES SIGNIFICAN	
and phone operation, in the case of a radio				
1 - INCOMPETENT IN THE PERFORMANCE			S DUTY IN AN OUTSTAND	
2 - BARELY ADEQUATE IN THE PERFOR	MANCE OF	THIS FOUND IN VER	A LEM INDIALDNATE HOF	SING SIMI
RATING 3 - PERFORMS THIS DUTY ACCEPTABLY			NE I KNOW IN THE PERF	DRMANCE OF
NUMBÉR 4 - PERFORMS THIS DUTY IN A COMPET				
S - PERFORMS THIS DUTY IN SUCH . THAT HE IS A DISTINCT ASSET ON		440 E R	•	
SPECIFIC DUTY NO. 1		BPESIFIC DUTT NO. 4		RATING
Analysis - subjective analysis of CE,	HUMBE .	Assignment Manageme	nt - Organization	MUMBER
FI and PP material.	5			5
specific bury no. 2.	<u> </u>	& scheduling of work	<u>• </u>	RATING
Analysis - Quantitative	RUMBER		•	NUMBER.
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specific outy no. 3	MEMBER	PESIFIC DUTY NO. 6		RATING
Has and uses area knowledge.		· Truck	ta tina di Lipina di Lipina	
	1_4		,,. <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	
1. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA				
DIRECTIONS: Stress strengths and weaknesses, part	iculacty	those which affect develop	ment on present job.	
During the short time Mr. Woods		en continued to this	office he had to	771
buring the short time Mr. woods	10011 100	an souther to title	the te seek m	i danian
quickly grasped the essentials of	or his	arairment; ne knowe	when to seek gu	Tourne
and is constantly striving to in	icrease	Ers knowledge and m	merstanding of n	18
assignment. He is extremely con			sponsibilities of	h18
Job and performs his duties comm	endabl	y .		ı
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and the second s			•	i
	·····			
SECTION D. SUITABILITY FOR	CUPPED	T JOS IN ORGANIZATION		
IRECTIONS: Take into account here everything y				
ertinent personal cheracteristics or habits, spec are him with others doing similar work of about &			e lita in with your te	om. Com-
I . DEFINITELY UNSUITABLE . HE SHOULD B			· · ·	- 1
2 - OF DOUBTFUL SUITABILITY, WOULD NOT				
3 - A GARELY ACCEPTABLE EMPLOYEEDELO	* ATERAGE	. DOT WITH NO WEARNESSES BUT	LATCIENTLY OUTSTANDING	TO WAR-
5 4 - OF THE SAME SUITABILITY AS MOST PEOP	PLE : FAT	# IN THE URGANIZATION		
BATING 5 - A FINE EMPLOYEE - HAS SOME OUTSTAND	146 \$7#£=	Sta5	11.04	į
NUMBER 5 - AN UNUSUALLY STRONG PERSON IN TERMS 7 - EXCELLED BY ONLY A FEW IN SUITABILS			TIVN .	1
			() () (X +0.	17 763.
I THIS INDIVIDUAL BETIER SUITED FOR MORK IN SOUF C PLAIN FULLY:	1141 EUS	ritar in the URGANIZATION?	LL) *** LA ***	** ***
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		FITNESS F		Part II) POT	ENTI	AL		·	
	INSTRUCTIONS								
FOR THE	HOR THE AIMINISTRATIVE OFFICER: Consult current instructions for completing this report.								
ment and rated em to be con hold and	FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has classed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CF no later than 30 days after the due date indicated in item 8 of Section "E" below.								
SECTION	E.			ERAL					
1. NAME	0008 ₉ .	(First)	(Viddle)	20 Feb 1928		3. SEX M	4. SERVICE SD&	DESIGNATION DE	
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	SECTION G. ESTIMATE OF POTENTIAL								
	POTENTIAL TO ASSUME GREATER RESPONSIBILITIES								
responsib work.	DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.								
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TI LICE OF DESCRIPTION

HAS BEEN UNDER YOUR SUPERVISION INDICATE THE APPROXIMATE NUMBER OF WONTHS THE RATED EMPLOYEE Three Months

COMMENTS CONCERNING POTENTIAL

Mr. Woods is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable set in into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

FUTURE PLANS SECTION H. . TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

BOTE OTHER PACTORS. INCLUDING PERSONAL CIRCUNSTANCES. TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION 1.

DESCRIPTION OF INDIVIDUAL

DIPECTIONS: This section is provided as an old to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To she left of each statement is a box under the heading "category." Read cach statement and insect in the box the category number which heat tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS: HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL.

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
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FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and

2. A periodic record of job performance as an aid to the effective utilisation of personnel.

INSTRUCTIONS

TO THE FIRLD ADMINISTRATIVE OR PERSONAL OFFICER: Consuit current field administrative instructions regarding the initiation and trensmittal of this report to head-

TO THE FIRLD SPECIE SOR: , Read the entire form before IN THE FIRLD SPECITIONS: Read the entire form before attempting to complete ony lies. As the supervisor who needing, directs and reviews the mork of the individual, you have primary responsibility for evaluating his atrengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is eccurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision,

vou have discharged your supervisors reasons bilities by frequent discussions of his wife, so that in a general way he know when he etandeDATE

WHI 28MAY Posted Post Control IT IS OPTIONAL WHETHER OR NOT THIS ATTRESS REPORT IS SHOWN TO THE PERSON BELIAGENTED

SECTION I

LEAVE BLANK . FOR MERDQUARTERS USE ONLY DATE OF BIRTH 3. SERVICE DESIGNATION 25 Feb. 1928 M M James S. Woods

4 CRADE

S. STATION DISTONATION (Current)

KOBA/Hqs CS-7 D. DUE DATE OF THIS REPORT

7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

April 1956 15 April 1955 - 15 April 1956

SECTION 11 (To be completed by field supervisor)

CURRENT POSITION 2. DATE ASSUMED RESPONSIBILITY FOR POSITION

25 September 1954 Intelligence Analyst - CE STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personal/File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all KOBA file checks.

SECTION III (To be completed at hendquarters only)

DO NOT COMPLETE-FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES 1. NAME OF BATER (Frue) 2. NAME OF REVIEWING OFFICIAL IN FIELD (True)

Faul B. Breitweiser

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NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT NEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES DATE REPORT A. DIEN. S. TICATED AT HOS.

E Ullen 1 Mar 156 DO NOT COMPLETE

William E. Nelson, CFE/1

FOR HEADQUARTERS USE ONLY

FORM NO. 458 DEPLACES FORM 45A. I SEP 54. I FEB 55

SECTION IV

This section is provided as an aid in describing the individual. Your describing injust largeable or unfavorable in itself but acquires lie seening in relation to a particular job or assignment. The debahipting words are to be interpreted literally.

Interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The higher rights each category is disvided into three small blocks; this is to allow you to make finer distinctions if you so draine. Look at the statement on the left . then check the category on the right which best tells how such the statement applies to the person you are reting. Placing an "X" in the "Not Observed" column seams you have no opinion on whether a phrain applies to an individual. Placing on "X" in the "Does Not Apply" column seams that you have the definite opinion that the description is not at all suited to the individual.

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Subject's stamina and persistence in according cutweigh his weakness.	complishing his tasks in a minimum amount
D. DO YOU FEEL THAT HE REQUIRES CLUSE SUPERVISION?	MAIL ROOM
Recommend training in Phase II and III	•
F. OTHER COMMENTS (Indicate here general traits, specific report but which have a bearing on effective utilisation	t habits or characteristics not sovered elsewhere in the lon of this person):
SECTI	10N, VI
Read all descriptions before rating. Place " X" i	n the most appresents bon under subsections A.B.C.AD
A. DIRECTIONS: Consider only the shill with which the person has performed the duties of his job and rate him accordingly.	C. DIRECTIONS: Based upon what he has said, his actions; and any actor indications, dive your opinion of this person's attitude toward the organization.
1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT. 2. DARTLY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. 3. PERFORMS JUSTAFOF HIS DUTIES ACCEPTABLY: OCCA- SIGNALLY REVEALS SOME ARRA OF WEARNESS. 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. 2. A FINE PERFORMANCE, CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PER- SONS KNOWN TO THE RATER. 15 THIS INDIVIDUAL BETTER DUALIFIED FOR BORK IN SOME OTHER AREAS	1. WAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION IZETROW. BILL DEFINITELY LEAVE THE ORGANIZATION TO THE PIBST OPPORTURITY. 2. WAS STOOM BOOMINE ATTITUDE TOWARD ORGANIZATION AS TEMPORAPY STOP UNITS HE CAN GET SOMETHING BETTER. 3. THESE TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE SMAINIZATION, BOTHERED BY WINDE FRUSTRATIONS. GILL QUIT SF THESE CONTINUE. 4. HIS ATTITUDE TOWARD THE SPORMIZATION IS INDIFFERENT. HAS "BAST AND SEE" ATTITUDE. TOWARD LEASE IF SOMEONE OFFERED HIM SOMETHING BETTER. 5. TENS TO HAVE FAVORABLE ATTITUDE TOWARD ORDANISTATION., MAKES ALLGUMACES FOR RESTRICTIONS INDICATED. WORKING FOR OPPORTIZATION. THINKS IN TICKS OF A CAREER IN THE ORGANIZATION. THINKS IN TICKS OF A CAREER IN THE ORGANIZATION OF A CAREER IN THE ORGANIZATION. THE ORGANIZATION. BARASING AN UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AN UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AN UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AN UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AN UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AND UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AND UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION. BARASING AND UNEXPECTED OUTSIDE OFF. FOR THE ORGANIZATION OF THE ORGANIZATION.
B. DIRECTIONS: Considering others of this parson's grade and type of cassignment, how sould you rate him on potentiality for assumption of greater responsibilities mormally indicated by promotion. 1. HAS UFACHED THE NIGHEST GRADE LEVEL AT RHICH BATISFACTORY PERSONANCE CAN BE EXPLOTED. 2. IS MAKING PROMUTES, BUT NEEDS MODE TIME IN PRESENT CAME OFFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMENDED. 3. IS RECOVED TO TAKE ON RESPONSIBILITIES OF THE MEST MEST MEST ADJUST ONLINEAR THE MEST MEST MEST ADJUST ONLINEARY TO THE MOME ALEAST, BUT HAVE TO THE MOME ALEAST ADJUST ONLINEARY TO THE MOME MESPONSIBLE OFFICE OF THE MEST HIGHER CHAPE. 5. IS ALSEADY PERSON SHO IS ONL DY THE FER MICHER GREET. 6. AN EXCEPTIONAL PERSON SHO IS ONL DY THE FER MICHER GREET.	D. DIESTICANS: Consider everything you know about this person in eaching your rating, shiff in job duties, condict as the job, persons characteristics or habits, are special defects or telents. 1. Definitely unsuitable - he should be separated. 2. Or the structurality, would not have accepted him if I had shown that I know how. 3. A basely acceptable employee, definitely below affected for the how exercised the field they constantly to markets the sufficiently outstanding to markets a sufficiently outstanding. 3. I the the superior of the People I know the the delication. 3. In a theory of the documentation. 3. In a theory of the documentation. 3. In a theory of the documentation. 3. Security of the documentation. 3. Security of the documentation.

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GS-5 Korea Mission Hos	adquarters	THIS REPORT (Inclueive	
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			360	TION		-برسد ب	~~~~							~~~~
Subject is conscient	thstas!		•											

Subject is conscienticus, hard-working, and more than willing to work long hours. He has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

A. MIST ARE HIS CUTTITANGING BEAWNESSES!

14-00000

Subject is weak in his ability to express himself in writing.

Subject's stamina and persistence in amount of time outweigh his weakness	n accomplishing his tasks in Managam
	House
D. DO YOU FELL THAT HE REQUIRES CLOSE SUPERVISIONS	13 14 64 14 15 VES. 111 16 8 43 AH 155
	MAIL ROOM
E. WHAT TRAINING BO YOU RECOMMEND FOR THIS INDIVIDUAL?	· ragh
Recommend training in Phase II and I	II
7. OTHER COMMENTS (Indicate here general traits, specific report but which have a bearing on effective utilizate	e habita or characteristics not covered elsewhere in the —
	``
SECT	ION AT
Reed all descriptions before rating. Place "X"	in the most appropriate box under aubsections A.B.C.20
A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.	C. DIRECTIONS: Beard upon what he has said; his actions, and any other indications, give your opinion of this person's attitude toward the organization.
1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH ME HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFFER FAILS TO CARRY QUT RESPONSIBILITIES COMPETENTLY. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY: OCCA- SIONALLY REVEALS SOME AREA OF WEARNESS. 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. 3. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6. PERFORMS MIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PER- SONS KNOWN TO THE RATER, IS THIS INDIVIOUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? X 10	1. HAS AM ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY. 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION FREED BY RESTRICTIONS REGARDS ORGANIZATION REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING RETTER. 3. TENOS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION, LOTHERED BY MINOR FRUSTRATIONS. WILL QUIT IF THESE CONTINUE. 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT HAS "WAIT AND SEE" ATTITUDE WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER. 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION THINNS, IN TERMS OF A CAREER IN THE ORGANIZATION THINNS, IN TERMS OF A CAREER IN THE ORGANIZATION ORGANIZATION BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY. WILL PROBABLY INDEAVOR TO MAKE A CAREER IN THE DRGATIZATION. 7. HAD AN ENTRUSIASTIC ATTITUDE TOWARD THE ORGANIZATION AND FLACE OUT IN THE DRGATIZATION.
B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities nermally indicated by promotion. 1. MAS REACHED THE HICKEST GRADE LEVEL AT SHICH SATISFACTORY PERFORMMNCE CAN BE EXPECTED. 2. IS MAKING PROGRESS. BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED. 3. IS RECENT TO TAKE ON RESPONSIBILITIES OF THE NEXT HICHER GRADE. BUT MAY NEED TRAINING IN JOINE AREAS. 4. SILL PROBABLY ADJUST QUICKLY TO THE NORE RESPONSIBLE DUTILS OF THE MEXT HIGHER GRADE. X 5. IS ALMEADY PENFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.	D. DIRECTIONS: Consider everything you know about this person in raking your rating
S. AT EXCEPTIONAL PERSON AND IS ONE OF THE FEB- AND SHOULD BE CONSIDERED FOR RAPID ADVANCE- MENT.	6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REGULARMEN'S OF THE GREANIZATION. 7. EXCELLED BY CALL A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

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pe 90 101	PERSON	INEL EVALUAT	IONOREPORT	1 /2n	1 2 Pieres
Items I through & will be	completed by Admi	nistrative or Per	onnel Officer		7
1. HAME (Lest)	(First)	(Middle) 7. GPA		TITLE	
WOODS James S.		GS-5	· Intel.	Anal. CD-FI	
W. OFFICE	STAFF OR DIVISIO	N BRANCH	1200	C DEPTIL -IF F	IELO, SPECIFY STAT
DDP/FI/RI	P & R Branch		Section	J FIELD]	
5. PERIOD COVERED BY REPO)°-	TYPE OF REPORT	DOCK) Ann	ua l	Special
21 Apr. 53	20 Apr. 54	Reassignment		esignment of Su	
Íteño 7 through 10 vill b	e completed by the	person evaluated			
7. LIST YOUR MAJOR DUTIES	IN APPROXIMATE OR	DER OF IMPORTANCE,	BITH A BRIEF DES	CRIPTION OF EAC	H. CHIT MINOR BUT
inclusion the dispo (B) Liaison w	ring all refer in 201, (4) p sition of all ith the area d ng the work of	reparing a sur the documents esk.	mary of refer put in the ca	rence sheet	
Name of Course	TION COMPLETED DUR Locat		Length of Cour		Date Completed
NONE		·	٠.		
IF DIFFERENT FROM YOUR	work at the d	esk level. IN YOUR QUALIFICAT	IONS (APTITUDE, K	NOWLEDGE, SKILL:	
	perience in RI	•			
12 April 195		G	James	6 8 2	boode
	ITE	Ţ ·	· ''	SIGNATURE	
toon 11 through 18 will be BRIEFLY DESCRIBE THIS PE			FS LISTED HEAFT	TEN 7 1409E.	
Mr. Woods has per great deal of end relations in his	rformed his dut ergy, is extrem	ties conscient mely industric	iously and we ous and has ma	11. He poss	

FORM NO. 37-151 MAY 1952 SECRET

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SECRET SECURITY DEFORMATION

בדרוכן כד הביס זעודה

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE O	ON PRESENT JOB MOST NOTICEARLY GOOD OR OUTSTANDING!
Mr. Woods has performed his dutic formation and maintenance of exce	es most outstandingly by virtue Hijsis
Kr. Woods could qualify as an Intelligence Analyst in any of the appropriate section of RI. 16. WHAT TRAINING OR ROTATION DO YOU RECONNEND FOR THIS PERSON? None at this time	
Mr. Woods has performed his dution most outstandingly by virtue of piss formation and maintenance of excellent liaison relations. 13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF INFROVEWENT? 14. COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE PUTURE. Mr. Woods has handled his present responsibilities admirably and I amcertain he would be capable of handling additional ones as the opportunity occurs. 15. ARE THAT OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Maccommend appropriate ressignment, 17 persons.) Mr. Woods could qualify as an Intelligence Analyst in any of the appropriate soction of RI. 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? None at this time 17. If TERRODUMENT DURING MAPORE PERSONANCE. 18. THIS PERSONAL EVALUATION ELPOST NAS SEEN DISCUSSED MITH THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING COMMENT ON 17(48), 8 AND 9, AND SHOWN BELDS UNDER THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING COMMENT ON 17(48), 8 AND 9, AND SHOWN BELDS UNDER THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING COMMENT ON 17(48), 8 AND 9, AND SHOWN BELDS UNDER THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING TO SUPERVISOR 13. APPLIED DATE COMMENTS IN THE PROPERTY OF SUPERVISOR 14. MANUAL TRANSPORTED THE ABOVE REPORT. (Comments, 1f any, 470 shown in 1400 20.)	
PIR. Woods has performed his duties most outstandingly by virtue of pies formation and maintenance of excellent liaison rolutions. 13. OR SHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF INFORTMENT. 14. COMMENT ON THIS PERSON'S ABILITY, TO MANDLE GREATER RESPONSIBILITIES HOW OR IN THE PUTURE. 15. Hr. Woods has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs. 15. ARE TREE OTHER DUTIES WHICH SETTER SUIT THIS PERSON'S DUALIFICATIONS? (Maccomment appropriate resultanent, I possible.) 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? None at this time 17. THE PERSONNEY CONTROL PERSONNEY. None at this time 18. ININ PERSONNEY CONTROL PERSONNEY. 18. ININ PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSON	
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	PERSON'S QUALIFICATIONS? (Recommend appropriate reasalgement, If
	elligence Analyst in any of the appro-
WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR	THIS PERSON?
None at this time	
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	SAFISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS
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13 April 5h	Harry A. Ramball
DATE	
I MAVE REVIEWED THE ABOVE REFORT. (Comments, If	any, are shown in item 20.1
18 May 1954	Adem A Accette
COMMENTS: (If necessary, may be continued on reve	erse-side, of cover sheet.
Subject transferred to FE effective 2	15 April 1954.
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SECRET SECURITY INFORMATION

PERSONNEL EVALL	JATION REPORT
liens I through 6 will be completed by Administrative or	Personnel Officer
1. NAME (Lost) (First) (Middle) 2. (GRADE 1. POSITION TITLE
WOODS James S. G.	S-4 File Clerk DEPT*L. IF FIELD, SPECIFE STATION
DD/P FI	TT FIELD
9. PERIOD COVERED BY REPORT From 4-21-52 10 4-21-53 Resession	Adnual Special sent Ressignment of Supervisor
Iteas I through 10 will be completed by the person evaluat	
Noview and analyze material for consolidati includes making a complete impartial name a search for all material pertinent to the curaintain linius with the area was a necessary. Complete a Summary of Reference to and and the action taken on each.	on of POL Personality Files. This leck in RI/SC index and a complete bject in the RI/Files. Also
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B. LIST COURSES OF INSTRUCTION COMPLETED OURING REPORT PERI	
Home of Course Location	Length of Course . Date Cumpleted
Kona	
2. IN WHAT TYPE OF HURN APE YOU PRIMARILY INTERESTED?	File of Committee of Maria and Maria of the Committee of
Account the. If different from your present job, explain four qualifie	CATIONS CAPFITUDE, KNOWLEDGE, SKILLS).
Two years of Accounting and law school.	
0.	
9 April 1953	James & groods
DATE	SIGNATUAE 4
tems 11 through 18 sill be completed by Supervisor Butefly Describe This Person's Performance on the Major D	HITIES LISTED HNOFR ATEM 7 AROVE.
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*	ord)

FORM 80. 97-181 MAY 1952

SECRET.

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SECRET SECURITY INFORMATIO

12. IN MANT RESPECT IS THIS PERSON'S PERPOPHANCE ON PRESENT JOB NO	ST NOTICEABLY GOOD OR OUTSTANDING!
M. W. J. Nan wash substanding his win	bion of hide fadicators
Mr. Woods has been most outstanding by vir	rue of Mrs Industria.
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1). ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EL	FFORT FOR SELF IMPROVEMENTS
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4. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILI	TIES NOW OR IN THE FUTURE.
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that he is quite capable of filling any number of	' jobs in RI.
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COMMENT ON TITEMS 1, IS AND 4. ARE SHOWN MILLIM UNDER THEM TO.	THE CARLON CONTROL COMMENTS INCIDENT
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20 April 1953	0 (7)
at that the	Hurry D. Randall
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247 5	SIGNATURE OF REVIEWING OFFICIAL
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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

<u> </u>		T	O COMPLETE	THIS FORM-			
4	FOLLOW THESE GENERA Read the back of Fill in BOTH COPIE Do not detach any	the "Dup S of the fo	licate" carefully		n the form.		
7	FILL IN THE IDENTIFYING	G INFORI	MATION BELOW	(please print o	r type):		
L	NAME (last) (fi	rist)	(middle)	DATE OF BIRTH (m	onth, day, year)	SOCIAL SECURITY	HUMBER
	WOODS J	ames	Sauvie	FEB 20	1928	502 16	6806
	EMPLOYING DEPARTMENT OR AG	ENCY	سافلى بو إدوبنا يشير فقد شادمات مساهدو الاستكانستين	LOCATION (City, S	tate, ZIP Code)	J J	
	010032						
				· · · · · · · · · · · · · · · · · · ·			
3	MARK AN "X" IN ONE O	F.THE BC	DXE2 BELOW. (do	o NOT mark ma	ore than one);	
•	Mark here ——————————————————————————————————		TION OF OPTIONAL	•		•	
	WANT BOTH optional and	from	t the \$10,000 addit my salary, compens optional insurance (ation, or annuity	to pay the ful	cost of the option	
	regular	لب	pprional insurance :	a in addition to the	ny rugurar ma	orance.	
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	Mark here ——————————————————————————————————		NATION OF OPTIOne the \$10,000 add	,	•		annet elect on
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	do want (B)	ot mai tion of	irability. Lunderstan Ladditional optional		guiar Insuranc	e is not affected t	sy this declina-
	insurance						
	Mark here —	WAIVE	R OF LIFE INSURA	ANCE COVERAGE			
	WANT NEITHER	Insurar	a not to be insured nce Program. I unde	erstand that I can	not cancel thi	is waiver and obt	ain regular in-
	regular nor optional	Januiy	e until at loast 1 ye. for insurance I am	under age 50 and	i present satis	tactory medical e	vidence of in-
	insurance (C)	options	ity. I understand a il insurance uniess :			r Have the \$10,0	acartional cut
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	SIGN AND DATE, IF YOU H COMPLETE THE "STATISTIC			TOK.	EMPLOYING	OFFICE USE	ONLY
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ORIGINAL COPY-Retain in Official Personnel Folder

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See Table of Effective Dates on back of Original STANDARD FORM Ro. 176-7 14NUARY 1904 (For 218 only until April 14: 1954) 176-101

C-O-N-F-I-D-E-N-T-I-A-L (when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods

Dates: 23-24 February 1978

Employee No: 010032

Offico: ISS

Service Designation:p

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

- 1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
- 2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
- 3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
- 4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
- Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

FOR THE DIRECTOR OF TRAINING!

TEMAR 1973

Date

C-O-N-F-I-D-E-N T-I-A-L (when filled in)

Instructor

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CERT	lfication of SEAT The Esplayer		2 (Last-First) (1821)
	MEDALTA - ORODER EST RC4 MUGULROUM		
	reby acknowledge the receipt of the following freetion from CIA as indicated by check mark:	orms and/or :	information concerns
./	1. Standard Form 8 (Notice to Federal Employ	esV trods es	mployment Compensets.
ΙΔ	2. Standard Form 55 (Notice of Conversion ProLife Insurance).	ivilege, Fed	eral Employses' Gron
per .	3. Standard Form 55 (Agency Certification of Group Life Insurance Act of 1954).	Insurance S	tatus, federal Ample
IJΦ	k. Standard Form 2302 (Application for Refund	of Retires	ent Deductions).
•	5. Form 2595 (Authorization for Disposition of Continue of the	of Paychecks).
(6. Only applicable to Retires - Returnee (residue) I have been advised of my right to he my separation from this Agency and of check to my health and well-being.	eve a cedical	L examination before
	7. CSC Pamphlet 51 (Re-employment Rights of P Forces Duty).	Tederal Emplo	nyees Performing Ara
•	 Instructions for returning to duty from Ex Service. 	•	***
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C-O-N-F-I-D-E-N-T-I-A-L (when filled in)

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Irstructor Date

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ADMINISTRATIVE - INTERNAL USE ONLY



3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff

SUBJECT: Document Analysis II for Records Management

Officers

1. Jim Woods OFF has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, JoEllen S. McCann. Classes were held daily from 0900 to 1230 hours from 29 November through 10 December 1976:

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.

Dollen McCann

ADMINISTRATIVE : INTERNAL USE ONLY

20 JUL 1976

I, the undersigned, authorize the Office of Personnel to give to CartBlanche whatever information is necessary for me to obtain a credit card.

James S. Woods

Pup. 31, 76

CERTIFICATE

TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

26 - 27 AUGUST 1976

1NOPMATION SERVICES GROUP

Geggy Hall
CHILF, ISG TRAINING

TRAINING REPORT OFFICE OF TRAINING

This certifies that James S. Woods has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

Edward A. Scroskie Course Coordinator

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3-E-C-R-E-T

WRITING WORKSHOP (INTERMEDIATE) NO. 2

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DATE OF BIRTH 20 February 1928	EOD DATE	1952	GRADE OR RANK	PE/Ac	OFFICE ministration
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SWITTON III: CRECIFIC CHEMOTERICATION OF THE COMES

The class is conducted for 10 to 17 students. In page, for pine force-out morning decisions over a period of four weeks. There are three meanious during the first week and two therester for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are avaluated against national and Agrary norms. The trainess size prepars written exercises and here an opportuning to rewrite some of them during later occasions. Students may use the form and advance of their own office's written product. Special attention is paid to logical organization, diction, scattere structure and other nechanics of writing. The trainers receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: NOT THE SHIDEWING ARE EVALUATED

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8-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVENENT

Mr. Woods added to the good improvement in machanics of the pression he had schioved in the Bosic Writing Workshop. He has now developed the shility to write exooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the ability to write smallytical papers of a professional calibor.

Color Instructor

8-2-C-R-E-T

5-1-C-11-5-T

WRITING WORKSHOP (BASIC) NC. 2

TRAINING EVALUATION

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SECTION IV: HOW THE STUDENTS ARE EVALUATED

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SECTION V: HEPORT OF ITS LET ACHIEVMENT

Hr. Ecods considerably improved the clarity of his writing furing the course, by reducing sentence errors and roundabout phracing. His written papers reflected his gains in knowledge of besic rules of English usage. His achievement in the Writing Workshow (Besic) shows that Mr. Woods can develop good writing skills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).

Trances C. Demmill

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S-1-5-12 # 1

TRAINING EVALUATION

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2,	Envaledge of clandestine services command structure and organization.	5	บเ	25
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	(8) Preparation of travel volumer (FOREAGH) including computation of per dies and currency conversion.	1-	15	28 °
5.	Preparation of Station Finance Reports.	3	5	6
6.	Preparation of forms used in a detected station for property records; knowledge of responsibility for property at the station.	3n	3 0	energy contract of the equipment of the
7 0	Preparation of form requirem for project pres- antation to the Project Newton Committee.		30	
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FOR THE DIRECTOR OF TRAINTHD:

Corlyn S. Bushe

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TRAINING EVALUATION

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SECTION IV: OBSERVATIONS of ATTIX	TUDES OF OTHER PERSONAL CHARACTERISTICS
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Had difficulty in getting along with	Yes
others.	X Locked motivation for an Agency career.
Interfered with instructional and classroom activities.	Lacked sufficient security-mindedness. Lacked interest in the course.
Explanations of any 'Yes' ensures to items ab observing these attitudes or characteristics	ove. Frequency of occurrence and number of persons
SECTION	V: COMMENTS
points of the individual, or snything that ma	tics, with particular reference to strong and weak v have influenced his performance in the course
	Edward M. M. Barra
	ED OVER-ALL EVALUATION
FOR OPTIONAL USE BY INSTRUCTORS In terms of all factors observed suring the course and taking into account this attident's experience in the Azerry, grade, and general area of work, on 19 to the of botton shows the instructor's judgment of his performance in the course.	FOR OPTIONAL USE BY IRAINING OFFICERS This evaluation, shown by an 'A' in one of the boxes, takes into account this training record, the student's sac, grade. Ase is experienced, and proported anapparent. It is included for the purpose of giving amperisors an estimate of the implications of the training evaluation report for the student's assignment and career potential.
He was undequate in his performance.	This is an inadequate performance.
He was barely adaquate in his perform- ance and performed acceptably only in a limited range of anaignments.	This is a barely adequate performance and manage questions concerning his numbel lity for his assignment.
in performed acceptably, but was barely adequate in some respects.	This is an acceptable performance but discloses possible areas of seabness.
He was a typically effective student who performed in a competent, dependable manner.	This is a notisfactory performance re-
le performed at a high level of coupe-	This performance reveals a high tevel of competence.
e performed at an extremely high level hat only a few students have surpeased.	This is an extremely competent performance that only a fee persons of his background and position have surpassed.
Training Officer's Comments	AA
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MEMORANDUM FOR: Chairman, Clandestine Service Personnel

Staff

SUBJECT:

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James S. WOODS - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in the Romo Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, cutries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "housecleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of microfilm. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the microfilm and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

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if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

- 3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.
- 4. It is strongly recommended that Subject be promoted to grade GS-11.

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Archibald B. Roosevelt, Jr. Chief, European Division

CONFIDENTIAL

RES	IDENCE AND DEPENDENCY	REPORT		
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tomale guardian)			1	CEPPHONE NO.
SUSAN A. WOODS	FOREST RIVER, A	1.621	C.	*
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39 June 1970

MEMORANDUM FOR: Chief, European Division

FROM Chief of Station, London

Promotion Recommendation -

James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Salgon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station moragement a reduction of one Registry elerk. The smaller staif cas certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will. be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

Subject's continued attention.

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In view of his really excellent performance and high promise, it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy COS

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Control Processing Branch has been charged with responsibility (OrM 20-6-dated October 1961) for ensuring that all employees processing 705 to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUL OF UNDERSTAIDINO

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

Signature

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I hereby acknowledge that I have read and understand the contents of Handbock 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returness, dated May 1964.

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19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH

Head of Career Service

SUBJECT

: Notification of Designation as a Participant in the CIA Retirement and Disability System

- 1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.
- 2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.

Emmett D. Echols Director of Personnel

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TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- 1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minifrom the date of my arrival at my 2 Years permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at . said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my derendents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James Sauvie Woods

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -James S. Woods

- 1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
- 2. As this award is designed to encourage excellence by recognizing and rowarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Director of Personnel

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29 MAR 1966

MINORANDUM FOR: Mr. James S. Woods

CUBJECT : Quality Step Increase

- 1. I was pleased to learn that you have been granted a quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.
- 2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Deputy Director for Flans

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4 MAR 1955

MEMORANDUM FOR:

Deputy Director for Plans

ATTENTION:

DDP/OP

SUBJECT:

Request for Quality Step Increase for Mr. James S. Woods, GS-09

- l. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.
- 2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Korea and Atsugi, Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.
- 3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:
 - "A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at Fuchu Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is located in five different geographic locations, a great deal of responsibility is given to Mr. Woods to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly reuted and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.
 - "B. The Registry is presently composed of six employees in addition to Mr. Woods, who is Chief of this unit. Mr. Woods does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

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- "C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.
- "D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."
- 4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."
- 5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.

APPROVAL RECOMMENDED:

Secretary, CS Panel Section C

Date

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Chi.

SUBJECT: Request for Quality Step Increase for Mr. James S. Woods, GS-09

CONCUR:

Jane Muller,

15 March 66

APPROVED:

Mirector of Personnel

18 mar 66

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APRIL' 1984

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

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TRAVEL AGREEMENT BY STAFF ENFLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 4 man from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons. within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of mynelf, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

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Employee)
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Lorene E. Harbeck

UGILLLIMEIAT

29 November 1956

JAMES 5. WOODS

Korea Station wishes to express its appreciation to for his most diligent performance of duty during his recent TDY hero, his highly cooperative attitude and above all, his extreme experiess to get a job done well and expeditiously.

It was largely with his help that Korea Station was able to screen and process the voluminous material which needed to be hamiled in order to establish a coordinated and integrated record and file maintenance system.

All Koron Station personnel connected with the work of the TDI Team members were impressed and gratified by the expenses with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all crested a most favorable impression which reflects much credit not only on the team members themselves but on the Records Intogration Granch as well.

Leland H. CARLISIS Chief, NOSTA (Rear)

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CENTRAL INTELLIGENCE AGENCY 2430 E BTREET NW. WASHINGTON 25, D. C.

Date 23 July 1954

Dear

Jamos 3. Woods

1. This is to notify you that the United States Covernment, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954

Position: I.O.

Base Salary: 03-5 \$3535.00

2. You will be: "

- a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.
- b. Reimburged for travel expenses in accordance with CIA Regulations or Standardized Covernment Travel Regulations, as amended.
- c. If stationed cutside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.
- 3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless scener transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.
- 4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless carlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.
- 5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

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either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment; if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service , rules and regulations.

> Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

James Sabade 23 July 54

Form No. 51-104
June 1948

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1 AM NOW PARTICIP	ATING, OF	WOULD LIKE TO	PARTICIPATE IN THE	FOLLOWING INSURANCE PRO	GRÁMS (
TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
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4			1 02,77.2	SIGNATURE	-
I DO HOT ELECT TO	PARTICIPAT	E IN ANY OF	THE STATED INSURANC	E PROGRAMS:	
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FORM NO. 37-190

STANDARD FORM 61 (AFTER AUGUST 190)
PROBULGATED BY CIVIL STRUKT (COMMESSION
PROFILE PERSONNEL MARGIN

APPOINTMENT AFFIDAVITS

IM	PORTÀNT.—Before swearin				id understand th
• . • •		attached infor	mation for appo	ointee	
	C.I.A.		Una	hington, P.C.	
	(Department or agency)	(Bw	ness or division)	(Place of employe	wat)
I,	James S. Wood	3	d	solemnly swear (or a	ffirm) that—
A: C	DATH OF OFFICE		-		· .
don with	I will support and defend onestic; that I will bear truchout any mental reservations of the office on which I	e faith and alleg n or purpose of	giance to the savasion; that I	me; that I take this will well and faithfu	obligation freely
B. A	FFIDAVIT AS TO SUBVERSIV	E ACTIVITY AND	AFFILIATION		
uno Con I be	I am not a Communist or advocates the overthrow constitutional means or seek estitution of the United State ecome a member of such or ernment.	of the Governme ing by force or vites. I do furth	nt of the Unite riolence to deny er swear (or af	d States by force or other persons their irm) I will not so a	violence or other rights under the dvocate, nor wil
so en an o	FFIDAVIT AS TO STRIKING A I am not engaged in any st ngage while an employee of organization of Government ac United States, and that in organization.	rike against the (f the Government employees that	Government of it of the United asserts the rig	the United States at I States; that I am a ht to strike against	not a member of the Government
	FFIDAVIT AS TO PURCHASE I have not paid, or offered or corporation for the use of the u	or promised to pa	y, any money o		ie to any person,
	FFIDAVIT AS TO DECLARATION	- · · · · · · · · · · · · · · · · · · ·			
	The answers given in the	· · · · · · · · · · · · · · · · · · ·		he reverse of this fo	orm are true and
xorre	ect.			garage de la companya	
A	June of entrance on dury)		Gan	(Signature of appointme)	vels-
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ubsc	ribed and sworn before me t	hio 21st	day of gpri	1	, A. D. 19.52,
,	. Washington	•	• "-	D.C.	٠
	(City)	,	· · · · · · · · · · · · · · · · · · ·	D.C. (Stree)	<i>^</i>
			on	· · · //	111. 1

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any face statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

tel 20,1928	1 Fores	1 1	ور	<u>نعد</u>	PERT AND	B.	s le	<u>'</u>			
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INDICATE "YES" OR "NO" ENSIVER :	BY PLACING "X"	YES	но	ITEM NO.					OLINIBO POINT		API
B. ARE YOU'A CITIZEN OF OR DO YOU DIREAU ESIANO	e to the united states).	×				•••••					••••
ARE YOU AN OFFICIAL OR EMPLOYED S ARE STATE	TERRITORY, COUNTY, OR					•••••	•		*************	••••••	••••
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FACTORY STAYION FROM ART PLAST COM- If your answer le "Yea", Jive for Jacob 10 to of amplify or, data and reposes to south co	le name and address so.		×	├ }							
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PERSONNEL QUALIFICATION QUESTIONNAIRE

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Feb. 20, 1928		(e	male	(2)	Nr. De	per	nder	as	1 a	and	1852
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SEC. I. EDUCATION							÷ ,				
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Title;

SEC, II, WORK EXPERIENCE
1. State the nature of duties performed with this organization, starting with

From 152 Tolles LTot. mos. 7 Description of Duties: Office Position Title; Duty Duty Station, if overseas: Title: Description of Duties: From Grade Salary Office Position Title: Duty Title; Duty Station, if overseas: Description of Duties: Tot. mos. From Salary Grade Office Postling Title: Daty Tille: Duty Station, if overseas: Description of Duties: Froin Tot. mos. Salary Grade Office Position Title; Duty Title: Duty Station, if overseas: Description of Duties; Freun Salary Grade Milier Neition litte: Duty

Date Station Hannes

your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From Tour Tour Tot, mo's 4	Exact Title of your position This
Classification Grade (if in Federa	iscounting Clears
Service) 15-3 Salary 2950	Description of Duties: () atting with
Number and Class of Employees	William Claims
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you may have been employed. 01 U.S. Secret Service 02 Civil Police 03 Military Police 04 U.S. Border Patrol 05 U.S. Narcotics Squad 06 FBI 07 Criminal Investigation Div. 21 Office of Naval Intelligence 22 Office of War Information 23 Army G-2 20 Office of Strategic Services SEG. III, FOREIGH LANGUAGES List below the foreign languages in whice	Air Force A-2 25 Foreign Economic Admin. 26 Counter Intelligence Corps 27 Immigration & Naturalization 28 Strategic Services Unit 29 Foreign Service, State Dept. 30 Central Intelligence Group 31 Armed Forces Security Agency 32 Coordinator of Information 33 Office of Facts & Figures 34 Board of Economic Warfare 35 Federal Communications Comm. 1 you have some competence. Be sure theck (X) your competence and how acques	to
	COMPETENCE HOW ACQUIR	ED
LANGUAGE * If you have checked 'Fluent' for a languand written form (e.g., Arabic), explain		
**Specialized Language Competence: Des involving vocabularies and terminology cations, and military fields. List the l	in the scientific, engineering, telecour	work nunj-

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Çountry or Region	Dates of Residence, Study	Manner in Wh Was Aquired		
Total Do	Etc.	Residence	Travel	Study
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7,00	,			
Horea	DEC50-9, we 51	x (army)		
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2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country.	Type of Knowledge	How and When Gained
	•	
v .		

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

	Per Cent of		WPM (Approximate	Pref	cr Ass	ignm	ent
5kill	Time Used	Not Used	Proficiency)	Usin	g Skill	Ofter	er
Typing	1. 5 37 8	2.	35	1.	Yes	٤.	No
Shorthand	1.	2		1.	Yes	2.	No
Shorthand (System: 1.	Manual 2.	Machine 3. Speedy	vriting	•		

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	 Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional o you hold membership.	r academic associations or honorary societies in wh	üch
	,	

SEC. VIII. PUBLICATIONS				, , ,
List below the type of writing (non-fiction; prof				
general interest subjects, current events, etc;				ries, etc.,
of any published materials of which you were as	ithor or	co-autho	r.	
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SEC. IX. INVENTIONS Describe any devices you have invented as to type and whether patented.	pe of wo	rk for wi	ich inte	nded
Device		j	Patented	······································
	(1)	Yes	(2)	No
	177	Yes	(2)	No
	1111	Yes	$\frac{(2)}{(2)}$	No
	17.7	160	(2)	110
EC. X. TESTS (Within present organization) Describe below the type of tests which you have	taken,			
Type of Test			Date	Taken
				•
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EC. XI. PHYSICAL HANDICAPS List any physical handicaps you may have.			····	
				
				
		· 		·
Are you willing to accept periodic tour of duty ov				
(i) 2 year Tour \swarrow (2) 4 year Tour (3) No	t intere:	sted		
C. XIII. WORK ASSIGNMENT n view of your total experience and education, for ou think you are best qualified?	or what a	assignme	nt do	
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my accounting your	eacs.	Luca	6.00	ويامزور المارس
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- prosecution of the contract			لمكسلالتات	<u> </u>
				
				
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SEC. XIV. MILITARY STATUS		
1. Present Draft Status		Na
Have you registered under the Selective Ser	vice Act of 1948? Fixes	No.
If yes, indicate your present draft classification	ation 4 H	
2. Present Reserve or National Guard Status		
Do you now have Reserve or National Guard	Status Yes No.	
If yes, complete the following.		
1. National Guard	.	
2. Air National Guard		
3. Active Reserve Status (member of org	anized unit)	
4. Inactive Reserve Status		
- Por		
Service ARM Y Grade P.F.	C Serial Number ER17	21478
Reserve Unit with which currently aftiliated	N L	
Service Mobilization Assignment, if any	·	
Location of Service Records, if known W	ashinton 25. D.	C
		
SEC. XV. TRAINING	•	
List the training courses or subjects you ha	ve taken in this organizat	on.
Course or Subject	(from) Dates (to)	Hours
		<u> </u>
EC VIII DEMARKS	• •	
EC. XVI. REMARKS		
Use this space to indicate any other qualification not describe above.	ations you may have which	you do
not describe above.		
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FORM NO. 37-70C

"SECRET 'Ara Mara' In)

	I. DATE OF REQUEST
REQUEST FOR MEDICAL EVA	ALUATION 25 August 1976
NAME (Last, New, Hills)	13. POSITION TITLE 4. GRADE
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4 October 1976	William T. Colder, O'S/PEO

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QUALIFICATIONS UPDATE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 4445, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Boom 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative. AME (Lost-First-Middle) SECTION I BIOGRAPHIC AND POSITION DATA EMP. SER. NO DATE OF BISTH 10032 20 FEB 28 WOODS Armiss SAUVIE EDUCATION SECTION II HIGH SCHOOL LAST MICH SCHOOL ATTENDED ADDRESS (Clip.State, Country) YEARS ATTENDED (From-To) GRADUATE COLLEGE OR UNIVERSITY STUDY SUBJECT STARS ATTENDED DEGREE YEAR MO. SEM/GTR. MRS.(Specify) NAME AND LOCATION OF COLLEGE OR UNIVERSITY RECEIVED OCCELVED 48 Scin HRS INIVERSITY OF MARYLAND 1964-1970 IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A BRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIDE ITS CONTENT. TRADE, CONNERCIAL AND SPECIALIZED SCHOOLS NAME AND ADDRESS OF SCHOOL STUDY OR SPECIALIZATION OTHER NON-AGENCY EDUCATION OF TRAINING NOT INDICATED ABOVE FROM 19 NO. OF MONTHS NAME AND ADDRESS OF SCHOOL STUDY OR SPECIALIZATION

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B DO YOU HAVE ANY FINANCIAL INTEREST WITH U.S. COMPORATIONS ON BUSINESSE ANSWERED "VES", GIVE COMPLETE DETAIL	S HAVING SUBS	TANTIAL	FOREIGN	INTERES	151	. 🗀 🕶	5		ES OR IN OR IF YOU HAVE
SECTION VI		CITIZE	ISHIP.				•	···········	
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3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP! TES		PARTICUL	ARS	1 A	tar-fare		······································		
5. IF YOU HAVE APPLIED FOR U.S. CITIZE	NSHIP, IGDICA	TE PRESE			U# A	PPLICATION	(First	papera,	etc.)
SECTION VII		EDUCA	TION			 			
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•	SECTION VIII	FOREIGN LA	UEGUAGE	ABILITI	E3 '					
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	(List below each language in which you pursess any degree of competence. Indicate your	MATINE CONTOUGLY DESE	0	DFQUATE FOR THEVEL	L W 7 D RNO D L E O G C	10	P # 01 04		CONTACT (#1 TH PARENTS	ACAPEMIC BYUDY IALL
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	2- IF YOU HAVE CHECKED "ACADEMIC PROPER "HOR ACQUIRED". INDICATE LENGTH AND INTENSIVENESS OF STUDY									
	3. DESCRIBE YOUR ADILITY TO DO ENGINEERING, TELECOMMUNICATI					AND TERM	INGEOGY	ON	THE SCIE!	ITIFIC.
ļ	SECTION AN	CEOCOLOMAC	10° 1 V	AND FROM	·	·				· ·
-	SECTION IN	GEOGRAPHIC								704:
	1. LIST BELOW ANY FOREIGN REGI STUDY OR WORK ASSIGNMENT. IERRAIN. COASIS HARBOSS UT	UNDER COLUMN "TYPE OF SPE	CIALIZ	POLÍTIC	EDGE" IN	DICATE IV	PC OF N	40 ML		A 5
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ľ	E. INDICATE THE PURPOSE OF VISIT	T, RESIDENCE OR TRAVEL FO	R EACH	OF THE E	ESIONS OR	COUNTRIE	10 L137E	D .46	30 A É	
H	SECTION X	TYPING AND STE	HOCDAR		. C			•		
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ľ	i. Indicate Other Business Machi groph, Card Punch, atc.;		HAD OPE	RATING !	EAPERIENCE	GR THAIS	iing (Co	apti	actor, N	a+0•
Si	ECTION XI	SPECIAL QU	ALIFICA	TIONS						
1	IN EACH	N MINION YOU ARE ACTIVE OR	HAVE A	CTIVALY	PARTICIPA	ITED. IN	SECATE 4	944	PROFICIE:	vcr
2.	INDICATE ANY SPECIAL QUALIFIC		PERIENC	E OR TR	IINING, OH	ICH VIOI	7, 717 70	u ro	R & PAGT	CUL AN
	FOSITION, OR TYPE OF WORK	/A			V				One published days on a supple	
3.	EXCLUDING EQUIPMENT NOTED IN S CHINES SUCH AS OPERATION OF SHOP	RTBREE 443to, MULTILITH.								
4.	IF YOU ARE A LICENSED OR CERTI Lawyor, CPA. Modical Technicia REGISTRY NUMBER, IF RNORN.	FIED WEDSER OF ANY TRADE II. 020.3. INDICATE THE RI	GR PRO	65310N 1CFNSE	(Pilot. 5) GR CERTIF	I OCTE E DA	n, Bader HE OF 1:	5 5U:	erator, I no state,	AND
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5.	FIRST LICENSE OR CERTIFICATE	(Foot of Laine) NA	d, LA	1687 LIC	NA	CRTIFICAT	(Year	5!	issue) .	
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	(then Filled In)
•	SECTION X1 CONTINUED FROM PAGE 4
	7. LIST ANY GIGNIFICANT PUBLISHED MATERIALS OF SPICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF SUITING (Von-fiction, scientific articles, general interes, subjects, novels, short stories, etc.)
	NA
	8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
	NA
ı	P. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS ESPERIENCE
	NA
	10. LIST ANY PROFESSIONAL, ACADEMIC ON HONORARY ASSOCIATIONS OR SOCIETIES IN MINICH YOU ARE NOW OR MERL FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.
	NA
1	SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE
I	1. INCLUSIVE DATES (From- and To-) 2. GRADE 2. OFFICE/DIVISION/BRANCH OF ASSIGNMENT HPR-1952-JUNE-1964-4 R1
Į	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE
	6. DESCRIPTION OF DUTIES
ł	WORKED IN FILES doing FILING AND OTHER RELATED BUTIES.
	WURKED IN CONSCLIDATION WITH 201'S 1. INCLUSIVE DATE? (From- and To-) 12. GRADE 2. OFFICE/DIVISION/DRANCH OF ASSIGNMENT
ı	JULY 54 - JUNE 56 5 FE/6 OVER SEAS
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TILE
I	4. DESCRIPTION OF DUTIES BUTTELL ANALYSI A DESCRIPTION OF DUTIES
	HEAD OF PERSONALITY FILE (201 FILES) SECTION
	FOR BASE, Which involuded ALL AGENT FILES.
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ı	A. HO. OF PUPLOVEES UNDER YOUR DIMECT S. OFFICIAL POSITION TITLE POR FE/4
ŀ	1 DESCRIPTION OF OUTLES
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	FEB 57 - AUG 57 7 R/ TDY - MEXICO
١,	SUPERVISION NONE INTELL ANALYS!
	SET up SYSTEM OF RECORDS FOR STATION
	(Use additional pages if required)

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· }			SECRE	T and the same			•
• [SECTION XIII I. NUMBER OF CHILDREN (LACTIO		ILDREN AND OTHE	R DEFENDENT			
	and adopted children; sho under 21 YEARS OF AGE, AND SUPPORTING.	ARE UNMARRIED.		PATENTA, 6 WHO DEPENT THEIR SUPP CF AGE WAG	itepparenia, a Don you jou a	T LEAST 50% OF	
	NAME	RELATIONSHIP	YEAR OF BIRT	SEX	CITIZENSHIP	ADDRESS	
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	PART 1-GEN	EKAL		.,	
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3- LANGUAGE [31-33]	4. TODAY'S DATE	(34-39)	5.		-
OOD	9	9 57		NO, PROFICIE FOREIGN, LAN	
	PART/II-LANGUA	GE ELEXENTS		•	
SECTION A.	Reading	(40)			
1 CAN READ TEXTS OF ANY DIFFICULTY ONLY RANGLY,					
2. I CAN READ TEXTS OF MOST GRADES OF DISTIONARY OCCASIONALLY.	DIFFICULTY, OF A GL	NERAL NATURE OR IN	FIFLOS I AM FAMIL	IAR WITH, US	ING THE
3. FREGUENTLY,	ULTY (NOWAPARETH, FE	ference materials.	erc. j. USING THE E	VERNOITSIC	
4. I CAN READ SIMPLE TEXTS, SUCH AS S	TOCET BIGNS, NEWSPAPE	R HEADLINES, EIC.	, USING THE DICTION	ARY FREGUENT	ILV.
5. I HAVE NO SEADING ABILITY IN THE LA	ANGUAGE.		•		
SECTION B.	Writing ((41)			
I CAN BRITE PERSONAL LETTERS AND S I. BRITE FACTUAL MARRATIVE AND EXPOSI MATINE STYLE. USING THE DICTIONARY	TORY MATERIAL BETH RE	COMPLETE SUCCESS ASONABLE CLARITY,	WITHOUT USING THE CRAN	PETTONARY.	1 CAN DRS. IN
I GAN GRITE PERSONAL LETTERS AND S 2. RARELY, I CAN WRITE FACTUAL NARWA FRACES, BUT IN A STYLE WHICH MAY NO	TIVE AND EXPOSITORY N	ATERIAL WITH REASO	DNABLE CLARITY, WIT	ICTIONARY ON H FEW GRAMMA	RY MACAL
i Can write Personal Letters and Si 3. But dith Occasional Miner Grammatic Occasionally.					
4. I CAN ARTTE PERSONAL LETTERS AND EL GUT MAIN MANY GRAMMATICAL ERRORS AN	MILAR SIMPLE NATERIA D IN A VERY FOREIGN.	E, BITH REASONAGEE AWAMARD STYLE, US	SUCCESS IN CONVEYING THE DICTIONARY	ING MY MEANT PREGLENTLY.	sc.
5. I CAMBUT WRITE IN THE LANGUAGE.			•		
SECTION C.	Pronunciatio	n (42)			·
I. MY PROMUNCIATION IS NATIVE.					
Z. WHILE MATERES CAN DETECT AN ACCENT	IN MY PROMUNCIATION 1	THEY HAVE NO DIFFE	GULTY UNDERSTANDED	3 6 6.00	
3. MY PROMUNCIATION IS OBVIOUSLY FORCE	GN: BUT GNEY BARGEY (CAUSES DIFFICULTY	FOR NATIVES TO UND	43 7440.	
4. MY PAGNUACIATION IS OCCUMBALLY DIS	FFECULT FOR MATIVES 1	O UNDERSTAND.			
5. I have no table in Phonunciation.			1,919.4		
	CONTINUE ON REVE	RSE SIDE .	4	· Company and	

		CONTINUATION OF PART 11-LANGUAGE ELEMENTS
SECTI	on o.	Speaking (43)
1.	I SPEA IN ALS	FLUINTLY AND ACCURATELY IN ALL PRACTICAL AND SCCIAL BITUATIONS: I CONVERSE FREELY AND IDIOMATICALLY TELDS WITH WHICH I AM FAMILIAN.
2.	I SPEA WITH W	FLUENTLY AND ACCUPATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS: I CAN CONVERSE IN MOST FIELD ON I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERDS.
3.	I GET A	NG QUITE BELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIE
4.	1 MANA	TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5.	I HAVE	O ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.
ECTIO	ON C.	Understanding (44)
·1.	I UNDE NEARLY	STAMO NON-TECHNICAL CONVERSATION ON ALL SUBJECTS. DOTH FACE-TO-FACE AND ON THE TELEPHONE: I UNDERSTA Verything I mear on the radio and at the movies. Plays, and lectures.
2.	I UNDE UNDERS PUNS.	STAND NON-TECHNICAL CONVERSATION ON NEARLY ALL BUBJECTS. BOTH FACE-TO-FACE AND ON THE TELEPHONE! I ND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AN
3:	i under Phoner	TAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL. BOTH FACE TO FACE AND ON THE TELE- UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4.	1 UNDER	TAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE: I UNDERSTAND SOME OF WHAT N THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5.	I AM NO	ABLE TO UNDERSTAND THE SPOREN LANGUAGE.
	. 8	ORE CONTINUING - CHECK PART II. TO EMBURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.
		PART 111-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)
1.	L HAVE	O EXPENIENCE AS A TRANSLATOR.
2.	HAVE	O EXPERIENCE AS AN INTERPRETER.
3. (BOTH OF	NC ABOVE STATEMENTS APPLY.
4	ione of	HE ABOVE STATEMENTS APPLY.
	· · · · · · · · · · · · · · · · · · ·	PART IV-CERTIFICATION
BEGUE	LATION :	THAT THE INFORMATION GIVEN ABOVE IS TOUE AND ACCUMATE TO THE BEST OF MY RHOPLEGGE AND BELIEF. AFTON CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF 1. 29-112. PAG. IC(4): I UNDERSTAND THAT I MUST PASS AN OULFCIIVE LANGUAGE PROVICIENCY TEST REFORM ILE FOR AN APADD, AND THAT CHAISPICTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE ABARDS BILL DE 1. OF THE ANNIVERSARY GATE OF COUPLETING THIS FORM.
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12 Expression below to suf- assessment of	brient detail to enable the Civil Bervire Commission and the sother with or wi Sucre of agencies to give you full craft in determining policy and weeks per yo	vifere, or organizational tiput compensation, the our in which you were	wing the engaged i	number e	f luura per tivity. Mil	werk
gant fremone present positi yes performs	Use a separate block for each position, litert with your caprinces should some not work back, explaining clearly the principal tasks which did in each position, cercuning for all periods of unsupplyment. (a) If you were used into the first certificant to the week that they are in it.	be-described in the spa ever employed in any print 5 of this application	res below.	n its tred	ici sequence	. 1
lis we in you if your devi- a separate in	are applying may be summarized in one of more of the blocks. Seek to seek by what grant making for the same employer, use that fact in the spok to describe each position. You may include any pertinent that fact in the sp	metica, the name used, a never been employed sace provided betom for	l er are : "Present l	tow upon Talliob."	ployed, ind	leats
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17. MILITARY TRAINING In the space feelers, descri	be any training	received in o	training receiv	ed, such as	hours per	week, Dete	iled informa	ion regard
17. MILITARY TRAINING In the space below, describe Armed Services (not already listed under appointing officers in placing you most effective	y. Indicate setu	el amount p	Ass men pe men	to fine in	description	nded is espaci s.)	ally imports	nt. (Estre
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24 REFERENCES Liet three persons living in the Un red Bin your qualifications and fitness for the position for which your	tes de T	errite	Do i	of the United Blates who are NOT related to you and who have definite a not repeat names of supervisors listed under Item 16 (EXPERIENCE).	Demission of
FULL NAME	(Oire	com	plete	PRESINE STITES, UN POWER ACCORDED AND NUMBER BUSINESS OR OCCUPRENT AIDENSE, INCLUDING STREET AND NUMBER)	מכנויונטי
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29 MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING				35 ARE VOLLAR OFFICIAL OR EMPLOYEE OF ARVISTATE TERRITORY COUNTY	100
CHAPACTER QUALIFICATIONS ETC !	TUTED .		_	OR MUNICIPALITY! If your answer is "Yes," give details in Item 39	X
STATEST. 27 ARE YOU NOW OR HAVE YOU EVER BIT! A MEMBER OF THE COMM		<u> </u>		36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CHYLLAN CAPACITY ANY RELATIVE OF YOURS (BY DELOG) ON MARRIAGE, WITH WHOM YOU LIVE OR MANE LIVED WITHIN THE PAST 24 MONERS)	
PARTY U.S. A. OR ANY COMMUNIST ORGANIZATION			<u>x</u> _	If your answer is "Yes," show in Irom 39 for EACH such selective (1) full name, (2) present addrese; (3) relationship; (4) Department or Agency by which employed, and (5) kind of apprintment	_ x
28 ARE YOU NOW OR HAVE YOU EVER SEEN, A MEMBER OF A FASCIST OF FEATURE.	RCAM-		x	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERS	NCE
29 ART YOUNDW OR HAVE YOUT STEER, A MEMORE OF ANY OR CANLLA ASSOCIATION, MOVEMENT GROUP, OR COMBINATION OF PERSONS WHITE OWNER, OR COMBINATION OF PERSONS WHITE OWNER AS THE OVERTHOOM OF O'S A CONSTITUTIONAL PERSON OF COURSE. O'S ADVOCATING ON ASSOCIATION MOVEMENT GROUP OF COURSE. THE OWNER HICH HAS A COPITED A PULL OF ADVOCATING ON A PRICE OF MOVIEMENT OF A COMBINATION OF ACT OF STEED OF OR PRICE OF MOVIEMENT OF THE WRITED STEELS OF O'S HAG TO ALTER THE FORM OF GOVERNMENT OF THE WRITED STEELS OF O'S TRITTUTIONAL MEMORY.	H AD- VENT, ATION DV:NG ISONS		x	A. If you are claiming perference as PRACETIME WETERAN been sequed a compaign badge or service rubbon, or as a DISABLE BRAN, or as the WIFE OP A DISABLED VETERAN, or as the WA WAK OR CAMPAION VETERAN, attack Veteran Preference of the Campaign of the Camp	ED VET- IDOW OF ice Chara preference rence will to submit
If your answer to question 27, 28, or 29 above is "yes," a in Item 39 the names of all such organizations, association morements, groups, or combination of persons and date membership. Give complete details of your estimates therein and make any explenation you device regard	ons.			37 (A) WERE YOU EVER IN THE UNITED STATES WILLTARY OR RAVAL SERVICE DURING TIME OF WAR!	7(13 kg
your membership or activities therein	}-		x	(b) 15 THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR	
30 Since your istn birthday, have you ever been apprised indice bir-dunisabies info court as a defendant in algrivinal process og convicted, eired, or imprisorio on placed on procession or	HAVE			DISCHARGE OR SEPARATION! CI WAS SERVICE PERFORMED ON AN ACTIVE PULL TIME BASIS, WITH FULL MILITARY PAY AND ALLOPAMCIST.	X
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offense or violation; (3) the name and location of the co. (4) the penalty imposel, if any, or other disposition of case. If appointed, your fingerprints will be taken	urt;		x	Army ER 17 214 7	04
31 HAVE YOU EVEN BEEN DISCHARGED ON FORCED TO PEON ON FOR MIS- LACT OR UNDATISFACTORY MARKET FROM ANY POSITION. If your answer is "Yes," give in from 19 the name a address of mingloyer, date, and reason in each case.			x	SA IAL IF YOU SEPTED IN THE CONTED STATES MILITARY OR HAVAL SERVICE DURING PRACETIME ONLY DO YOU, PROPULATE IN A CAPPAID ON EXPEDI- TION AND RECENE A CAUPAIGH BACKE OF SERVICE RIBBONI	X
W. HAVE YOU TITE BEEN BARRED BY THE U.S. CIVIL STRING CONVISION OF TAXING LANGUAGES IN "YEA". " gird dates of and responsible for the first language. It is not seen that the first language is "Yea".				(O) ARE YOU A DISABLED STREAM If so, and you have not listed your disability in answer to list it, explain in lines 19 below (C) ARE TOY A VETERAS 3 WICKIN SHY) MAS NOT REMARKED!	K.
33 HAVE YOU ARE PRIVICAL HANDICAS DISEASS OR STREET DESERVE	·	-	<u>* </u>	TO ARE YOU THE WIFE OF A VESEPAR WIFE MAS A SERVICE CONNECTED THE ANGEL OF SERVICE CONNECTED THE ANGEL OF SERVICE ANGEL AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE SERVICE AND TH	
mace amount of considerals as a complete details in lead if your answer is "Yee," give complete details in leaf if elect consideration can be given to your physical diness the following the consideration can be given to your physical diness.			x	THIS SPACE FOR USE OF APPOINTING OFFICER ONLY The information contained in the apparets to Question 37 above has be	een vail.
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If your answer is "Fee," give complete details in Item 3		mho		Agen / Tite:	
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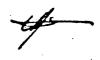
Aaker's School of Business

Grand Forks, North Dakota

REPORT OF PROGRESS

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CONFIDENTIAL SECURITY APPROVAL



Date: 26.March 1952

10: Chief, Personnel Division

Your Reference: #-3007A

FROM: Chief, Security Division

Case Number: 61/15

SUBJECT: WOODS, James Earryle

 This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Faragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the ECD procedures.

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G. V. Beneralie

CONFIDENTIAL

FORM HO. 98-191 JUL 1951 98-191 per

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CONFIDENTIAL
STCURITY INFORMATION
INTEROFFICE MEMORANDUM

Date: 29 Feb. 1952

To: Chief, Personsel Mivision

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie

. 61415

Georgest No. 11-3007-A

1. Reference is made to your request for security electrones of the subject person who is being considered for employment in the following position: File Clerk, CS-2, OSO, RI, Proc. & Fec., Washington, D. C.
2. This is to advise you of the following security action:

a. Provisional accurity clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be insued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangementa should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limits from and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full accurity clearance, the present limitation will be reasinged and supervisors should be advised accordingly.

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CONFIDENTIAL

FORM NO. 98-106

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INTEROFFICE MEMORANOUN

Date: 25 January 1952

To: Chief, PersonnelDivision

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie #61415 Request No. N-3007

- 1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:
 - 2. This is to advise you of the following security action:
 - a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. Zot have access to secure areas; 3. not be issued a badge or credentish; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

- b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. completion of this interview further consideration will be given to the requested Limited clearance for access to infirmation classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should to arranged after entrance on duty.
- c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice, as to the limitation so as to issure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full alearence upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and sypervisors should be advised accordingly.

3.

supervisor

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CONFIDENTIAL

FORM NO. 98-106

DAF OF TERMINATED FILE BEING MICROFILMED